

## Ocean Springs Tech, Inc. Job Descriptions

Title: **Accounting Clerk**  
Location: Desert Hot Springs, CA  
Company: Ocean Springs Tech, Inc  
Job Type: Part Time  
Compensation: Per Hour

**Position Summary:** Incredible accounting position within a growing and dynamic commercial and residential pool service company. This position is responsible for receiving and processing all customer invoices, and managing all customer accounts payable. Including, but not limited to: billing, payment processing, collections, data entry, general ledger and account reconciliation utilizing QuickBooks and Excel, as well as negotiation and follow-up of customer estimates. Provides world class customer service.

### **Essential Functions:**

- Process daily invoice batches in the Accounts Payable module.
- Direct interface with company project manager.
- Process customer check payments – record payment, copy/date stamp check payment, record deposit, manage all customer files.
- Process monthly customer charge card payments – process automatic scheduled charge payments, process unscheduled credit card payments, record and file payment, print paid invoices and mail to customer.
- Negotiate customer estimates, prepare written estimate, mail estimate to customer, follow-up with customer.
- Open and close all monthly customer services and repairs accounts.
- Follow-up, and resolve, all past due accounts via telephone, mail and e-mail.
- Promptly answer incoming telephone calls and provide world class customer service. Ensure customer's needs are met, or follow-up that call is answered by appropriate internal expert.
- Coordinate with Office Manager for information required in contractual obligations with customers, such as insurance liabilities, automobile insurance, etc. Request certificates of liabilities for HOA's as needed.
- Cover breaks/lunches for peers and Retail Store.
- Assist other staff peers as needed to meet company deadlines.
- Complete other assignments, tasks or projects as needed.

**Requirements:** The most qualified candidate will have the following experience and qualifications:

- High School diploma or equivalent.
- Knowledge of accounts payable and receivable practices.
- 2+ years of experience in accounts payable and accounts receivable.
- Must be able to examine documents for accuracy, completeness and prepare records in accordance with documented procedures.
- Basic to intermediate knowledge of Microsoft Excel and Word.
- Intermediate knowledge of QuickBooks.
- Strong technical, analytical and organizational skills a must.
- Must have good interpersonal communication skills and the ability to interact effectively with customers, and with all levels of the organization and with external vendors/suppliers.
- Ability to work effectively with co-workers as a team member.
- Bilingual