



Key Results Areas

Accounting Staff

General Office Tasks

- PcMars Accounting
 - Process client accounting as needed within 5 working days or as soon as reasonably possible
 - Provide Training to new at-home users
 - Troubleshoot issues for at-home users.
 - Provide on-site and webinar training classes for at-home users
- Bill Pay Services
 - Fulfill the needs of clients' through bill pay services
 - Write checks,
 - Record deposits
 - Balance Statements
- Assemble 1099's and W-2's for mailing
- Assemble income tax returns
- Provide back-up to Administrative Assistant by:
 - Answering phones and greeting visitors
 - The E-file process
 - Mailings (Newsletters, average book mailings, marketing, etc)
- Assist in preparing the annual average books within two weeks of the data being final.
- Miscellaneous duties as needed.
- Assist with Office Cleaning & Maintenance
 - Vacuum common areas as needed (Workroom and bathrooms cleaned by service)
 - Keep coffee pot and area clean and stocked.
 - As time allows, vacuum and dust offices.
 - Keep trash cans emptied both at desk and in common areas.
 - Keep reception area clear of trash/boxes/excess files, etc. so it looks presentable at all times.