

Job Description:

The Accounting Clerk performs accounting functions for Jet's America, Inc (Franchisor) and their corporate owned stores. Primary responsibility is to preform bank reconciliations for corporate owned stores and other corporate entities.

Responsibilities include:

- Performs bank reconciliations for Jet's America entities and 40+ corporate owned stores
- Responsible for verifying that all activity in each bank account is accounted for and posted in the GL
- Analyzes credit card deposits concerning chargebacks
- Downloads various reports needed for accounting purposes
- Uploads certain journal entries
- Reconciles payments from 3rd party delivery services
- Assists with submitting vendor invoices through the workflow
- Assists with Sales & Use tax returns
- Communicates and works well with the accounting team & Jet's America staff
- Some overtime may be required during month-end close

Required Skills & Experience:

- High School diploma or equivalent
- 1+ years accounting experience preferred
- Strong organizational skills
- Ability to work within & meet deadlines
- High attention to detail
- Ability to multi-task
- Working knowledge of Windows 7/10, Excel, and Microsoft Office
- Ability to work in the office during typical office hours

Non-Required Additional Skills and Experience:

- Experience with accounting software applications (Sage Intacct and Sage 50)

Physical Demands:

- Frequent sitting
- Repetitive mouse and keyboard use along with visual demands

Performance Measurement:

- Accuracy and integrity of work
- Timely completion of assigned tasks and annual goals
- Ability to continually develop skills and adapt to new technologies and techniques
- 30 day, 60 day, and yearly reviews
- Attendance record

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change at any time with or without notice.

If interested in this position at Jet's America Inc, please submit a resume to resumes@jetspizza.com.

**We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, genetic information, veteran or disability status.*