

# TODAY'S™

## BUSINESS SOLUTIONS

**Job Title: Accounting Clerk**  
**Full Time: 7 a.m. – 4 p.m.**  
**Experience: 2 years or equivalent**  
**Salary: \$30,000-35,000 year**

As an Accounting Clerk, you will be responsible for standard bookkeeping utilizing Microsoft Excel, Intuit QuickBooks, and Adobe Acrobat to prepare reports, budget projections, cash flow analysis, as well as bill paying and payroll services. You will be working closely with Accounts Payable as well as working hand-in-hand with our Sales, Customer Service, and Marketing teams to resolve accounting and payment questions for our clients. You will also have the opportunity to manage internal initiatives and projects to help take our business to the next level. Our team values dependability, commitment, teamwork and above all, integrity.

### Responsibilities:

- Responsible for accurate and timely processing of checks and applying payments
- Prepare daily and monthly reports, as required
- Handle inquiries from internal and external customers providing quality customer support

### Minimum Requirements:

- Strong organization and attention to detail is a must
- Extensive proficiency in Microsoft Excel
- Proficiency in QuickBooks is required
- Ability to multi task including navigating multiple windows, programs, search engines, etc.
- Must be able to work in fast paced environment that requires meeting multiple deadlines
- Ability to work independently and quickly absorb complex problems and effectively resolve
- Excellent attendance with Solid work history
- Able to pass a criminal background check and reference checks
- Professional appearance, strong interpersonal and effective communication skills
- Accounting degree or similar, or two years work experience

### Today's Service Standard:

Today's Business Solutions (TBS) is a small, independent office supply provider headquartered in Downtown Houston, Texas. Our sales and service excellence is built around a professional staff of efficient and knowledgeable individuals who are ready to assist our customers with all their office needs. We are a small company with big ideas. We want the right personality and the right work ethic. In return we offer an exciting environment and a chance to join a great team. We offer a comprehensive benefits package including medical and dental insurance, paid time off, personal time, scholarship programs and more...We hope to add you to our team!

**[Email resume to priscilla@tbstx.com](mailto:priscilla@tbstx.com)**

**TBS is an equal opportunity employer and promotes a drug free environment. Applicants must be eligible to work in the United States.**