

ACCOUNTING CLERK

Location: On-site (Greenville, SC)

Schedule: Part-time (approximately 20 hours per week)

Department: Operations

Reports to: Controller

JOB OVERVIEW

Crawford is seeking a detail-oriented and dependable part-time Accounting Clerk to support day-to-day financial operations. The role is ideal for someone who enjoys working with numbers, maintaining accurate records, and supporting accounting processes in a fast-paced environment. This role will report directly to the Controller and will be required to work in-office.

KEY DUTIES & RESPONSIBILITIES

- Manage Accounts Payable responsibilities including invoice entry, assisting with weekly check runs, matching invoices to purchase orders and media insertion orders
- Credit card entry (media and employee expenses) – matching receipts and entering into software
- Manage AP email account (communication with vendors/suppliers)
- Monthly support, as needed, to the Controller
- Analyze financial data to identify trends, costs, and opportunities for savings and/or growth
- Assist with client billing
- Identify opportunities to improve accounting systems and workflows for increased efficiencies
- Collaborate and support the needs of client and office operations
- Collaborate with other departments to ensure smooth financial processes and support

REQUIREMENTS

- Bachelor's degree in accounting or equivalent professional experience
- Detail-oriented with a high level of organization
- Ability to multi-task
- Strong communication skills and comfortable interacting with all levels of the organization
- Strong work ethic and positive "can do" attitude
- Requires the experience and ability to understand the full accounting process
- Strong understanding of financial statements, revenue recognition, COGS, etc.

Please submit resumes to sydney@crawford.agency.

Crawford is an equal opportunity employer and value diversity at our agency.

We are committed to providing reasonable accommodations for qualified individuals with disabilities in accordance with applicable law.

Employment with Crawford is at-will, and this job description does not create a contract of employment.