



Job Title: Accounting Clerk

Department: Accounting

Reports To: Controller

Status: Non-Exempt

Summary: The **Accounting Clerk** is a member of the General Ledger Team within the Accounting Department of a national personal auto insurance company. The Accounting Clerk is responsible for assisting the Accounting Department in all daily task and projects.

Essential Job Functions:

- Enter and balance accounts receivable and payable on a daily basis
- Assist with other accounting projects
- Track deposits made to bank and handle deposit transfer
- Assemble financial data for audits
- Monitor payment discrepancies, refunds, returns and others
- Track and compile information for 1099 process
- Process deposits using panini machine
- Update daily cash book for all transactions
- Perform other duties as required by management.

Required Skills and Experience:

- Minimum of one (1) year of Accounting Clerk or relevant experience
- Working knowledge of Microsoft Office – Word and Excel
- Excellent verbal and written communication skills
- Strong organizational and analytical skills
- Detail-oriented and ability to multi-task in a fast-paced environment
- 10-key by touch proficiency
- Minimum typing speed of 30 WPM

Education Requirement:

- High School diploma or equivalent
- College units in Accounting or Finance, preferred

About Us:

Western General Insurance Company has a long-standing reputation as a leader in the non-standard automobile insurance industry serving CA for 46 years. In addition to CA, we currently do business in 3 other states and continually strive to expand the growth of our company. We are a service-oriented company where we believe "Great Service is our standard, not the exception". We offer competitive salaries based on knowledge and experience. Our excellent benefits allow you to qualify for your choice of medical plan, as well as dental, vision and life insurance plans, within your first three months of service, save for your future with our 401(k) and Profit Sharing plans, balance your life with generous paid time off, and enjoy casual dress every day. Employees also receive discounts for shopping, entertainment, dining, and more through WG Perks. Our open-door policy, casual dress code, great benefits and our commitment to demonstrating our appreciation to our employees makes Western General a great place to work. We are an equal opportunity employer.

This job description is subject to change at any time.