

Accounting Clerk

Are you seeking a stable career with weekday hours? If so, Title Guaranty is the place to be. We are currently looking for an Accounting Clerk at our Downtown office.

Duties include but are not limited to:

- Post receipts and disbursements daily.
- Prepare bank deposits.
- Prepare final bill for Title services.
- Reconcile accounts on a daily and/or monthly basis.
- Identify and assist in implementing changes to accounting system for constant improvement.
- Retrieve messages from the computer and telephone, and responds appropriately and timely with client calls, actions and requests.
- Works individually and as an active team member helping to achieve department goals.

Requirements:

- Associate's degree in Accounting or Business preferred.
- Previous work experience in a business setting preferred.

For immediate consideration, please apply through our website at <https://www.tghawaii.com/>

Commensurate with experience