

Accounting Clerk – Full-Time Opening Concorde General Agency, Fargo, ND

Are you ready to embark on an adventure in finance? We're seeking a vibrant and enthusiastic individual to join our accounting team as an Accounting Clerk.

Job Summary: As our Accounting Clerk, you'll be the master of processing incoming payments with finesse, ensuring every transaction is processed smoothly. Your mission? To create an enchanting experience for our Trusted Partners by handling payments with speed and accuracy. But wait, there's more! You'll also dazzle with your charm as you reach out to collect funds and reconcile accounts, all while wearing your cape of customer service excellence.

Core Value Behaviors: If you've got the right touch when it comes to communication, teamwork, and building relationships, you're the perfect fit for our team. We're all about promoting personal and professional growth while showcasing a commitment to excellence and servant leadership.

Key Responsibilities:

- **Payment Processing:** Process incoming cash, credit card, and EFT payments, ensuring they find their rightful place in our treasure chest of accounts.
- **Customer Charm:** Field inquiries from our Trusted Partners, responding promptly and leaving them speechless with your solutions.
- **Unapplied Payment Detective:** Channel your inner Sherlock Holmes as you sleuth through unapplied payments, linking them to the correct accounts with precision.
- **Collections:** Make collection calls and follow up on delinquent accounts, turning outstanding issues into vanished mysteries.
- **Expand your Accounting Knowledge:** Cross-train within the accounting department, mastering the art of accounts payable processes; along with other areas of the craft.
- **Extraordinary Opportunities:** Embrace the unexpected with other duties as assigned.

Perks of the Position:

- Opportunity to learn and grow in a supportive, team environment.
- Competitive compensation and benefits package.
- Family-friendly environment, giving you time to recharge with those who matter most.
- A supportive team of fellow professionals who believe in the power of collaboration.

If you're ready to make accounting magic and bring a touch of enchantment to your career, we want to hear from you! Apply now, we are excited to speak with you!

Concorde General Agency provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.