

Accounting Clerk

Custom Data Processing, Inc. (CDP) is a premier provider of data management systems and services for the public health community, including the Special Supplement Program for Women, Infant, and Children (WIC). We are seeking a highly skilled and organized **Accounting Clerk** to join our team at our Romeoville, IL office. The Accounting Clerk will assist with day-to-day accounting and office management practices. This includes processing bills, invoices, purchase orders, and expense reports. Position also includes office management responsibilities such as managing ingoing/outgoing shipments, ordering supplies, and document repository /organization.

Responsibilities:

- Review and verify invoices, ensuring accuracy and approvals.
- Resolve issues with invoices, vendor inquiries, and accounts payable.
- Create and process purchase orders, verifying invoices and approvals.
- Track and maintain state business licenses.
- Process and reconcile employee expense reports.
- Handle accounts payable and receivable payments.
- Maintain and organize financial records.
- Validate vendor tax information and assist with year-end 1099 submissions.
- Manage mail, package shipments, and office supply orders.
- Perform general office management tasks.
- Ensure confidentiality of financial information.

Other Responsibilities:

- Provide backup support in payroll reconciliations, accounts receivable, and asset management.
- Assist with financial projects, month-end, and year-end processes.
- Review RFPs and contracts.
- Serve as back-up for the receptionist when needed.

Minimum Qualifications:

- Associate degree or equivalent experience in Accounting.
- 3+ years of experience in accounts payable or clerical accounting roles.
- Proficiency in QuickBooks Enterprise Desktop and Microsoft Office Suite.
- Solid understanding of general ledger functions and basic accounting principles.
- Strong verbal and written communication skills.
- Highly organized, self-motivated, and detail-oriented with a focus on accuracy.
- Within a commutable distance of our Romeoville, IL office.

Desired Skills

- Bachelor's degree in business administration, accounting, or related field.

The salary range for this position is \$45,000.00 - \$55,000.00. The actual compensation packages within that range are based on factors unique to each candidate during the hiring process. CDP, Inc. also a comprehensive benefits package, and opportunities for growth and advancement within the company. We encourage you to apply today via our [website](#). This position is expected to be onsite at our Romeoville, IL office. This position is also a full time exempt salary position.

About Our Culture

At our core, we value our relationships, both internally and externally. This means we respect everyone's contributions. Our staff and customers have a seat at the table. We listen, we comment, and we decide our way forward based on what is best for all. Because we are a private company, we do not have public shareholders to report to. We do not have quarterly or annual financial targets to meet. Our relationships are paramount because they determine our long-term success. *When everyone feels empowered, everyone succeeds.*

It is the policy of Custom Data Processing, Inc. to assure that applicants are considered and that employees are treated fairly during their employment, without regard to race, color, religion, age, physical or mental disability, sex, marital status, ancestry, national origin, veteran's status, citizenship, pregnancy, sexual orientation, other protected activities, or any other characteristic protected by federal, state, or local law. Such action shall include, but not be limited to the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; wages or other forms of compensation; selection for training, including apprenticeship, pre-apprenticeship, and/or on the job training; and ensuring and maintaining a work environment free of harassment, intimidation, and coercion at all sites and in all facilities at which employees are assigned to work.