Job Description for Accounting Clerk – Administration and Operations

Job Status: Non-Exempt, Hourly

Reports to: Senior Manager, Accounting

The Company

Gray Matter Analytics is a rapidly growing early-stage company headquartered in Chicago, with offices in New York. Gray Matter Analytics Value-Based Care (VBC) Analytics Solutions provide value in three distinct ways.

- We partner with customers to deliver tailored solutions to optimize value-based care performance through our advisory and implementation services.
- We leverage a catalog of measure calculations and advanced analytic models, together with predictive insights to accelerate value through our business solution accelerators.
- Our solutions are delivered using our cloud-native, highly configurable CoreTechs® engine.

We transform healthcare organizations into data and insights-driven enterprises. We bring the right insights to the right stakeholder at the right time to improve decision making and outcomes, and lower cost, improve quality and enhance VBC performance.

Primary Job Functions

The Accounting Clerk is responsible for assisting with the accurate and timely invoicing of customers and monitoring receipt of the associated payments. The Account Clerk monitors the accuracy of employee expense reports and their adherence to company policy. The clerk may also help to create accounting charts, reports and forecasts when needed.

Essential Job Functions

- Understand terms of customer statements of work (SOW) to ensure timely and accurate invoicing
- Review employee expense reports for accuracy and adherence to company policy
- Enter financial data into books, spreadsheets or accounting software
- Keep financial records organized and easy to access
- Locate and track invoices, receipts, purchase orders and other financial records
- Ensure records abide by financial regulations
- Help prepare financial data and reporting for company personnel as directed
- Check for financial irregularities, data entry errors, and potential fraud
- Assist in reviewing time entry reports for accuracy
- Reconcile accounts

Qualifications & Desired Skills

- Associate's Degree with emphasis in accounting or mathematics
- Minimum of two years of experience in accounts receivable and data input
- Experience in an accounting role with record-keeping responsibilities preferred
- Excellent written and verbal communication skills
- Excellent mathematical skills
- Good problem-solving and analytical skills
- Working knowledge of and experience using Microsoft Office tools
- Ability to focus and adapt quickly with attention to detail
- Excellent organizational skills
- Experience using QuickBooks preferred

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