


Job Title:	Accounting Clerk	
Position Type:	Part Time	
Job Description		

Reports to: Controller

About Steinhauser: From concept to shelf, Steinhauser works with customers to ensure brands make the best impression at every opportunity. Since 1905, a dedication to the craft of printing has guided the family business. Steinhauser has embraced technological and innovative changes, all the while maintaining our steadfast commitment to quality printing and excellent customer service. As a fourth-generation family business that is now 100% woman-owned, Steinhauser’s success comes from integrity and long-lasting relationships. That is the **Steinhauser Way**.

With respect and consideration for one another, and a strong belief in communication and transparency, at Steinhauser we accomplish everything as a team. We are proud of our people and the way we treat others. Once you walk through our doors, you will see why we have maintained some customer relationships for over 60 years.

Job Purpose: To support the accuracy and integrity of financial transactions related to accounts receivable and accounts payable, while providing day-to-day accounting support. This role helps ensure reliable financial data that supports informed business decisions and overall financial health.

Duties: We are seeking a detail-oriented Accounting Clerk to support our accounting operations on a part-time basis (approximately 30 hours per week). This role requires strong organizational skills, critical thinking, and the ability to communicate effectively across departments. The ideal candidate takes pride in accuracy and is motivated to identify opportunities for process improvement.

Accounts Receivable

- Enter billing information and generate customer invoices in Label Traxx
- Submit invoices through customer portals and track payment status
- Distribute invoices via email and maintain proper documentation
- Review weekly sales reports to ensure accurate G/L coding of all sales transactions, making corrections and communicating updates as needed
- Set up new customers, perform credit checks, and support credit limit monitoring
- Post cash receipts and monitor bank activity for incoming payments
- Manage prepaid customer accounts, including reconciliation and follow-up

Accounts Payable

- Process vendor invoices received via email or hard copy and maintain organized electronic records
- Match invoices to purchase orders and receipts
- Ensure accurate G/L coding and review for consistency
- Enter payables into Label Traxx
- Prepare month-end AP accruals
- Support proper documentation retention and destruction processes
- Reconcile company credit card transactions and documentation
- Review AP aging and recommend payment actions
- Ensure vendor discounts are captured when applicable
- Prepare and process check runs, including filing and distribution
- Monitor and record electronic vendor payments

Collections

- Follow up on past due accounts via calls, emails, or statements
- Maintain detailed collection notes within Label Traxx
- Share weekly AR aging updates with internal stakeholders
- Partner with sales team to develop and track collection plans

Inventory Management

- Assist with inventory cutoff procedures related to AP and billing
- Support month-end inventory reporting and reconciliation

Miscellaneous

- Maintain daily cash spreadsheet
- Assist in the budget process
- Perform month-end closing entries, accruals, adjustments
- Perform designated month-end closing processes and reports, including sales analysis to Sales Team
- Maintain sales and use tax schedules, including calculation and filing of Kentucky Use Tax, Ohio Sales tax, and Ohio CAT tax
- Print AP/AR and sales reports as needed by management
- Communicate with ticketing platform as needed to resolve system issues
- Perform other duties as required

Preferred Skills and Abilities:

- Familiar with accrual-based accounting
- Attention to detail with a high-level of accuracy
- Excellent interpersonal and communication skills
- Proactive work ethic with a learner's mindset
- Ability to organize, evaluate and present information effectively
- Strong organizational skills
- Intermediate Microsoft Excel experience

Education & Experience: An accounting or business-related degree or 2 + years of accounting or bookkeeping experience preferred.

Note: The responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.