



Accounting Clerk

STEEL SPORTS

Steel Sports is a Social Impact organization, located in ten (10) different regions from coast to coast. Our mission is to inspire youth to reach their potential, on and off the field, by developing them as athletes and people through the Steel Sports coaching system, “The Lasorda Way”. Through its “kids first” approach, Steel Sports is establishing the Steel standard in youth sports and coaching, forging the next generation of leaders by instilling Steel Sports’ core values: Teamwork, Respect, Integrity, and Commitment.

Steel Sports creates a positive youth sports experience – building character and teaching life lessons - for over 100,000 athletes each year. In addition to Steel Soccer, Steel Sports operates Team Steel Baseball and Softball at Lasorda Legacy Park. Steel Sports believes strongly in the impact of our coaches and invests regularly in their ongoing professional development and coach education. This role includes opportunities for optional travel and the ability to collaborate with other professional coaches across the country.

Sports Unify. Steel Sports is committed to supporting Inclusion, Diversity, Equity, Allyship, and Leadership in Sports. We strive to provide an experience that strengthens character, encourages servant leadership, and teaches life lessons through sport in ways that intentionally address dimensions of diversity including but not limited to age, race, sex, class, national origin, creed, educational background, religion, gender identity, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and work experiences.

Please check out www.steelsports.com to learn more about us!

STEEL PARTNERS

Steel Partners, a global diversified holding company that owns and operates businesses, has significant interests in leading companies in various industries, including diversified industrial products, energy, defence, banking, insurance, food products and services, oilfield services, sports, training, education, and the entertainment and lifestyle industries.

As long-term investors, Steel Partners Holdings L.P. has focused on enhancing value through the implementation of operational excellence and corporate strategic restructuring programs, including the Steel Partners Operational Excellence Programs, the Steel Purchasing Council, the Steel IT Council, the Steel Environmental Health & Safety Council, the Steel Grow Talent Management system, Steel Corporate Services and the other components of the Steel Partners culture - what we call “The Steel Way.”

Please check out www.SteelPartners.com to learn more about us!

THE ROLE

The Accounting Clerk role is responsible for ensuring timely vendor payments are being made, maintaining accurate data, and cultivating positive relations with suppliers. This position will report to the Senior Accountant and will have direct interaction with personnel at all levels of the organization.



Responsibilities

- Timely process accounts payable invoices into the system for general ledger coding and payment approval.
- Request stop payments, voids and reissues of vendor checks as needed.
- Research, investigate and resolve payables questions as needed.
- Sort incoming checks, prepare and record bank deposits as needed.
- Reconcile and enter billing data and send invoices to customers.
- File and maintain clerical records and reports.
- Reconcile general ledger accounts and bank checking accounts.
- Process various accounting related reports required by management.
- Provide support with other accounting tasks as needed.

Requirements

- 2+ years of bookkeeping or accounts payable experience.
- Bachelor's Degree in Finance or Accounting preferred.
- Excellent verbal and written communication skills.
- Detail oriented and organized with the ability to handle multiple tasks simultaneously and meet deadlines.
- Ability to work independently.
- Proficient in MS Excel.
- Knowledge of Great Plains a plus

Equal Employment Opportunity Employer

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation and gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities require by this job include close vision and the ability to adjust focus.