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## POSITION DESCRIPTION

**POSITION TITLE:** Accounting Clerk

**DEPARTMENT:** ACCOUNTING

**CLASSIFICATION:** N/A

**APPROVED BY:** VP/Controller

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### REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** Accounting Manager

**POSITIONS SUPERVISED:** N/A

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### POSITION PURPOSE

Responsible for providing accounting and clerical support to Accounting Department personnel. Maintains accounting document files, including daily work and accounts payable. Keys daily worksheets to the general ledger system. Prints accounts payable checks and inserts them into appropriate envelopes for mailing. Assists accounting personnel as requested.

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### ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. **Assumes responsibility for performing assigned accounting and related clerical support functions.**
  - a. Maintains files, including filing of general ledger journal vouchers, accounts payable documentation, and other miscellaneous filings.
  - b. Types a variety of documents, reports, and records.
  - c. Keys daily worksheets to the general ledger system.
  - d. Prints daily accounts payable checks and inserts checks and invoices into envelopes for mailing.
  - e. Prepares requisitions for office, computer, and routine supply purchases.
2. **Assumes responsibility for effectively researching, tracking, and resolving (or properly referring) accounting or documentation problems and discrepancies.**
3. **Assumes responsibility for establishing and maintaining effective communication and coordination with Company personnel and with management.**
  - a. Maintains regular contact with other departments to obtain and convey information and/or to correct transactions.



- b. Assists Accounting Department personnel as needed.
  - c. Keeps management informed of area activities and of any significant problems.
  - d. Attends and participates in meetings as required.
4. **Assumes responsibility for related duties as required or assigned.**
- a. Ensures that work area is clean, secure, and well maintained.
  - b. Completes special projects and miscellaneous assignments as required.

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## PERFORMANCE MEASUREMENTS

- 1. Accounting documents, records, and reports are prepared, maintained, and typed accurately and in a timely manner.
- 2. Department files are appropriately maintained.
- 3. Account reconciliations are correct and completed in a timely manner.
- 4. Good communication and coordination exist with Company personnel. Assistance and support are provided as needed.
- 5. Management is appropriately informed of area activities.
- 6. Accounting functions are completed in accordance with established standards, policies, and procedures.

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## QUALIFICATIONS

**EDUCATION/CERTIFICATION:** High school graduate or equivalent preferred.

**REQUIRED KNOWLEDGE:** Knowledge of related computer applications.  
Familiarity with basic bookkeeping procedures.

**EXPERIENCE REQUIRED:** One year of previous related experience required.  
Typing or keyboarding experience required.

**SKILLS/ABILITIES:** Good typing skills.  
Attentive to detail and accurate.  
Well organized.  
Cooperative and willing to assist others.  
Able to use computer applications, adding machine, and telephone.



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## PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

<b>FINGER DEXTERITY:</b>	Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.
<b>TALKING:</b>	Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
<b>AVERAGE HEARING:</b>	Able to hear average or normal conversations and receive ordinary information.
<b>REPETITIVE MOTIONS:</b>	Movements frequently and regularly required using the wrists, hands, and/or fingers.
<b>AVERAGE VISUAL ABILITIES:</b>	Average, ordinary visual acuity necessary to prepare or inspect documents or products, or operate machinery.
<b>PHYSICAL STRENGTH:</b>	Sedentary work; sitting most of the time. Exerts up to 10 lbs. of force occasionally. (Almost all office jobs.)

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## WORKING CONDITIONS

<b>NONE:</b>	No hazardous or significantly unpleasant conditions (such as in a <u>typical</u> office).
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## MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

<b>REASONING ABILITY:</b>	Ability to apply common sense understanding to carry out <u>detailed</u> but uninvolved instructions and to deal with problems involving a few variables.
<b>MATHEMATICS ABILITY:</b>	Ability to perform basic math skills, use decimals to compute ratios and percents, and to draw and interpret graphs.
<b>LANGUAGE ABILITY:</b>	Ability to use passive vocabulary of 5-6,000 words; to read at a <u>slow</u> rate; define unfamiliar words in dictionaries for meaning, spelling, and pronunciation. Ability to write complex sentences, using proper punctuation, adjectives, and adverbs. Ability to communicate in complex sentences; using normal word order with present and past tenses; and using a good vocabulary.

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## INTENT AND FUNCTION OF JOB DESCRIPTIONS

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*



*In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*