



Accounting Clerk
J O B D E S C R I P T I O N

JOB INFORMATION

<i>Job Title:</i>	Accounting Clerk
<i>Version Date:</i>	12/5/23
<i>Category:</i>	Clerical
<i>Department:</i>	Business and Finance
<i>Work Year:</i>	208 Day, 12 Month
<i>FLSA Classification:</i>	Non-Exempt

JOB SUMMARY

This Accounting Clerk is responsible for technical accounting support functions as they relate to the preparation, maintenance and processing of financial or statistical records or reports; providing support for a variety of areas including accounts payable, accounts receivable, and purchasing; and to serve as a resource person for assigned accounting support areas.

Essential Functions

<i>Essential Function</i>	<i>% TIME</i>
Verify that the purchase order has been issued and merchandise has been received prior to payment being made to the vendor on a daily basis. Research outstanding purchase orders.	35%
Work with vendors to resolve discrepancy with payments or invoices.	5%
Data entry of fixed assets and deposits for Accounts Receivable.	40%
Provide accounts payable reports to - Supervisor and/or CFO.	1%
Responsible for mailing accounts payable checks in a timely manner.	1%
Have the knowledge to answer any questions from the Warehouse, Principals, Secretaries and Superintendents in regards to merchandise received and/or when payment has been made to the vendor.	10%
Assist the auditors with any questions pertaining to the Accounts Payable.	2%
Maintain W-9 information for the Accounting Department, and keep accurate records for the 1099 distribution at the end of the year.	5%
Performs other tasks and assumes responsibilities as the Supervisor may from time to time assign.	1%

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Required	High School Diploma or GED		
Preferred	Associates or Bachelors Degree		
Required	Specialized technical courses in business, vocational school, or community college related to a trade or skill.		

Work Experience

1 year or more	In an office setting with knowledge of and experience with personal computers, computer software and basic office equipment. Other requirements include learning to use Infinite Visions within 3 months of hire date.		
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PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Carrying			X			
Climbing Stairs			X			
Crouching			X			
Grasping			X			
Grip			X			
Handling		X				
Kneeling		X				
Reaching (Abduction)			X			
Reaching (Adduction)			X			
Lifting (Above Shoulder)			X			
Pinch		X				
Pulling (Horizontal)			X			
Pulling (Vertical)			X			
Pushing (Horizontal)			X			
Pushing (Vertical)			X			
Lifting (Floor to Waist)				X		
Lifting (Waist to Shoulder)				X		
Reaching (Forward)				X		
Vision (Far)				X		
Reaching (Waist to Shoulder)				X		
Reaching (Above Shoulder)		X				
Reading				X		
Repetitive Motions			X			
Sitting		X				
Standing				X		
Wrist Deviation (Wrist Extension)			X			
Reaching (Floor to Waist)			X			

Physical Demands

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Vision (Near)				X		
Walking				X		
Wrist Deviation (Pronation)			X			
Wrist Deviation (Radial Deviation)			X			
Wrist Deviation (Supination)			X			
Wrist Deviation (Ulnar Deviation)			X			
Stooping		X				
Wrist Deviation (Wrist Flexion)			X			

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

Working Environment

<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Extreme cold			X		
Extreme heat			X		
Humidity		X			
Wet		X			
Noise			X		
Hazards			X		
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			
Other		X			

Valid Driver's License Required

<i>Yes/No</i>	<i>Reason for Drivers License</i>
No	

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Functional Competencies

<i>Competency</i>	<i>Level</i>	<i>Competency Description</i>
Analytical Thinking	1. Entry	Uses basic logic and common sense to arrive at solutions.
Communication Skills	1. Entry	Able to communicate well in straight-forward situations.
Company Knowledge	1. Entry	Understands his/her own job and how the role interacts with his/her team.

Functional Knowledge	1. Entry	Knowledgeable about his/her specific job.
Influence	1. Entry	Gains support for ideas within the team.
Job Impact	1. Entry	Immediate work team.
Leadership Skills	1. Entry	Does not manage employees, but may mentor and/or train subordinates.

SCOPE

Freedom To Act

Work is closely managed and reviewed for accuracy and adequacy. Follows specific, outlined, and detailed directions.

Problem Complexity and Problem Solving Timeframes

Provides resolution to problems that are readily identifiable with limited scope and are resolved in accordance with standard practices, procedures, applications or routines. Problem/Task resolution timeframe: The majority of tasks typically take one to two days to resolve.

Impact

Failure to achieve results or erroneous judgments may require the allocation of additional resources to correct and / or achieve goals.

Contact with Others

Contacts are primarily with direct supervisor and others in group or department to give and receive information.