



Job Title: Accounting Clerk
Job Code: 141
Department: Accounting
Reports To: Accounting Manager
Class Code: 8810
FLSA Status: Non-exempt
Salary Level: Hourly
Pay Range: Base Rate of \$15.00 per hour; DOE
File Name: Accounting Clerk.doc
Prepared Date: 3/15/07, updated 4/26/11, 10/1/15, 12/1/16, 3/2018

SUMMARY

The Accounting Clerk is responsible for general accounting functions associated with daily cash receipts; and/ or accounts payable functions including processing invoices and reconciling accounts; and/ or accounts payable functions including processing invoices and reconciling accounts.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide excellent customer service to customers, employees and business partners.
- Assist in special projects associated with the accounting department, including statistical analysis.
- Assist with accounting clerical duties including answering telephone, assisting customers, and other special projects assigned.
- Assist Accounting Manager and Director of Finance and Accounting with various duties.
- Maintain organization of files and reports in an efficient manner.
- Assist with copy machine key operator duties including clearing jams from machine, answering general questions about operation and coordinates maintenance on machine as needed.
- Coordinate outgoing mail including ensuring proper postage on mail; operate mail machine; distribute incoming Association mail.
- May assist with one or more of the following duties.

Deposit Duties:

- Verify revenue received from field operations, including counting and reconciling cash, checks and credit card receipts.
- Provide change and supplies to field operations.
- Assist Accounting department with clerical duties including answering telephones, filing and assisting customers and employees.
- Assist Accounting Technicians with cash register programming and assists field operation cashiers with questions regarding accounting procedures.

Cash Receipts Duties:

- Reconcile daily sales information to bank deposits.

Accounts Payable Duties:

- Assist with the preparation of weekly payments for invoices received by the Association; Verifies invoice amounts, purchase order numbers, prepares batch proofs, prints checks, and prepares checks for mailing.
- Maintain accounts payable files including matching invoices to check copy, organize and file reports.
- Coordinate and order supplies for office, break room, copy room and other department supplies as needed.
- Coordinate outgoing mail including ensuring proper postage on mail; operate mail machine; distribute incoming Association mail.

Accounts Receivable Duties:

- Process deeds and demands received from title companies and lending institutions.
- Assist Accounting Technician I in relation to Accounts Receivable responsibilities.

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

High school diploma or general education degree (GED); or one to three months related experience and/or training in accounting and cash handling. Requires general understanding of computer software programs including word-processing, spreadsheets, and accounting package; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Requires possession of valid Class C Driver License with a driving record meeting the minimum standards required by the Association insurance carrier.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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.