

NAME:
JOB TITLE: Accounting Clerk

FLSA STATUS: Non-Exempt
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OVERALL PURPOSE OF JOB:

This position is responsible to perform all accounting functions and controls necessary to process accounts payable, provide back-up support to Accounts Receivable (miscellaneous billing and hauled waste), provide backup to processing of payroll, provide additional customer service support, and assist the Finance Director with additional general day-to-day accounting functions.

ESSENTIAL FUNCTIONS OF JOB: (other duties may be assigned)

1. PROCESS ACCOUNTS PAYABLE ON A WEEKLY BASIS.

KEY MEASURES:

- Maintain the computerized vendor database.
- Receive invoices and distribute to supervisors according to schedule.
- Verify and enter vouchers into the financial accounting software (MS Navision "NAV") software to produce checks and reports.
- Distribute checks and reports and update control records weekly.
- Respond to vendor questions concerning accounts in a timely manner.
- Prepare and process AP invoices for restricted fund requisitions authorizing payment to be made through the Authority's Trustee.
- Update progress tracking spreadsheets for current wastewater and stormwater construction projects.
- Complete the entire payable cycle with 95% accuracy.

2. ASSIST FINANCE DIRECTOR WITH THE COMPLETION OF MONTHLY GENERAL LEDGER ACTIVITIES.

KEY MEASURES:

- Prepare manual journal entries and enter into NAV system after month close and receipt of month end reports.
- Verify preliminary general ledger to control records, investigate variances, and prepare correcting and adjusting entries provided by the Finance Director.
- Communicate to the Finance Director when monthly journal entries have been entered and are ready for the Finance Director to review, verify, and complete monthly closing processes.
- Respond to inquiries regarding account transactions.

3. PROVIDE BACK-UP TO CUSTOMER SERVICE REPRESENTATIVE

KEY MEASURES:

- Answer incoming calls.
- Enter customer update information (e.g. changes in service, activate, closing daily as required).
- Gather customer information, analyze needs, and provide appropriate solutions immediately if possible.
- Resolve routine customer inquiries/billing problems within 24 to 48 hours of notification.
- Perform customer service and receptionist duties during lunch time according to the schedule (approximately one day per week and one extra day per month).
- Provide support for other administrative staff members when necessary.

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4. PROVIDE BACK-UP TO PROCESSING OF BI-WEEKLY PAYROLL FOR ALL AUTHORITY EMPLOYEES.

KEY MEASURES:

- After receipt of training, provide periodic and back-up payroll processing.
- Compile, check, and enter time sheet information into 3rd party payroll software by the second working day of pay week.
- Maintain strict confidentiality regarding personnel and payroll information.
- Receive, verify, and distribute reports and checks by pay date
- Submit reports and payments to required agencies by due dates.
- Maintain payroll control reports for verification to the general ledger.
- Complete entire payroll cycle with 95% accuracy.

5. COMPLETE PROJECTS AND MISCELLANEOUS ASSIGNMENTS WHEN REQUESTED.

KEY MEASURES:

- Assist the Finance Director with the annual budget and annual audit.
- Assist with physical inventory count and reconciliation at year-end.
- Research miscellaneous financial projects when requested.

6. COMPLETE ANNUAL TAX FORMS AND REQUIRED INFORMATION.

KEY MEASURES:

- Compile 1099 information from accounts payable reports.
- Prepare and mail 1099 forms and miscellaneous forms to vendors by January 31st.
- Submit 1099 and miscellaneous forms to the IRS by February 28th.

OTHER DUTIES OF THE JOB:

1. Perform other duties as assigned or required.

SUPERVISION GIVEN TO THE FOLLOWING DEPARTMENTS:

This position *typically* does not supervise staff.

SUPERVISION RECEIVED FROM:

Supervision is *typically* received from the Executive Director.

MENTAL DEMANDS TYPICAL OF THIS POSITION:

Ability to manage multiple projects/tasks, Provide close attention to detail, Predictable work schedule, Meet frequent deadlines, Work closely with others, and maintain a high level of record keeping/routine paperwork.

PHYSICAL DEMANDS TYPICAL OF THIS POSITION:

Constantly Incurred (More than 75% of time on job)

Ability to sit, Repetitive finger movement, Use of both hands, Ability to communicate orally, Ability to hear conversations, Specific visual requirements, Color vision use.

Frequently Incurred (Between 25% - 75% of time on job)

Ability to lift: Light (Max 10 lbs.), Use of both legs, Depth perception use, Ability for rapid mental/muscular coordination simultaneously.

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Occasionally Incurred (Less than 25% of time on job)

Ability to stand, Ability to walk, Ability to lift: Mod (Max 25 lbs.), Ability to carry: est. weight: 10 lbs., Ability to pull: est. weight: 10 lbs., Ability to climb stairs, Ability to stoop, Ability to kneel, Reaching at high or low-level, Operation truck/motor vehicle.

WORKING CONDITIONS TYPICAL OF THIS POSITION:

Occasionally Incurred (Less than 25% of time on job)
Work alone.

PERSONAL PROTECTIVE EQUIPMENT TYPICAL OF THIS POSITION:

This position *typically* does not require the use of personal protective equipment.

QUALIFICATIONS:

Education

Associate Degree in accounting, finance, business, or related field desirable.

Experience/Training

Three to five years related experience/training in general ledger accounting.

KNOWLEDGE, SKILLS, AND ABILITIES TYPICAL OF THIS POSITION:

Problem Solving Skills – ABILITY TO:

- Follow simple written or oral instructions.
- Follow a variety of detailed instructions in written, oral, or diagram form.
- Solve problems in standard situations with concrete variables.
- Define problems, collect data, establish facts, and draw valid conclusions.

Communication Skills – ABILITY TO:

- Read and comprehend general written correspondence, instructions, manuals, rules, etc.
- Read, analyze, and interpret business periodicals, professional journals, legal documents, and governmental regulations.
- Write routine and general business correspondence, basic reports, etc.
- Document procedures.
- Establish and maintain effective work relationships.
- Discuss and respond to questions or complaints.

Math Skills - ABILITY TO:

- Add, subtract, multiply, and divide.
- Calculate rate, ratio, percentage, discount, commission, etc.
- Use concepts such as fractions, percentages, and ratios to practical situations.

Computer SOFTWARE Knowledge:

- MS WINDOWS (Word, Excel, Outlook) (PROFICIENCY REQUIRED)
- MS NAVISION Accounting Finance Software (PROFICIENCY HELPFUL)
- Miscellaneous Windows Based Software (ABILITY TO LEARN)

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Other Characteristics:

- Documentation and observation skills.
- Strong organizational skills.
- Ability to follow established confidentiality policy.
- Ability to follow established safety standards.
- Ability to use various office equipment, i.e., copier, fax, shredder, printer, etc.
- Knowledge of basic accounting and financial management.
- Effective oral and written communication skills.
- Working knowledge of applicable regulations.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed 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.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Signature of Supervisor/HR Representative

Date