

JOB DESCRIPTION

TITLE ACCOUNTING CLERK

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/ Experience	High school diploma or General Education Development (GED) certificate.
Language Skills	Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumferences, and volume. Ability to apply concepts of basic algebra.
Certificate/License	N/A
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.
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 required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance 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. The noise level in the work environment is usually moderate.
REPORTS TO	Appropriate Supervisor

GENERAL RESPONSIBILITIES

1. Provides bookkeeping and clerical services as required.

SPECIFIC RESPONSIBILITIES

1. Processes financial documents; enters information into a computer, or other records; and prepares documentation for accounting and purchasing control.
2. Maintains fiscal records, files, and reports.
3. Exercises initiative and judgement within an assigned scope of authority and assumes responsibility with minimum supervision.
4. Types letters, reports and other statistical summaries and provides other clerical assistance as required.
5. Prepares payroll reports, purchase orders and assists with inventory as required.
6. Processes Worker's Compensation and other insurance claims, as well as, opening and recording mail generated receipts.
7. Accesses, inputs and retrieves information and data from a computer.
8. Performs other duties as assigned.