



JOB DESCRIPTION

JOB TITLE:	Accounting Clerk
CLASSIFICATION:	Non-exempt
DEPARTMENT:	Accounting
REPORTS TO:	Controller
SCHEDULE:	Mon – Fri, 8:00 am – 5:00 pm

POSITION SUMMARY: This position is responsible for the processing of all accounts payable and job costing.

RESPONSIBILITIES:

1. Run daily accounting reports and provide Controller designated work orders.
2. Pull job folders for shipped packing slips, and provide acknowledgment and work order reports for costing.
3. Update received materials to the AP program and match packing slip receipts against invoices.
4. Receive authorization approval prior to processing of specific AP invoices.
5. Enter invoices that have been matched to the purchase order and other approved invoices into the company ERP system (Global Shop).
6. Job cost sales & work orders and prepare them for invoicing.
7. Process cash receipts into company ERP system.
8. Process weekly payables check run.
9. Maintain accounting document files. This includes filing sales order, work order, and payable documents.
10. Run AP Aging list to verify account balancing on a monthly basis.
11. Maintain detailed and accurate accounts payable spreadsheets, tracking vendor payment history.
12. Process monthly credit card billing of multiple credit card accounts.
13. Review vendor statements to ensure payment of all invoices.
14. Respond to inquires regarding accounts payable and account receivable issues.
15. Assist with being a backup to the receptionist.
16. Other tasks as assigned by the Controller.

QUALIFICATIONS:

1. Associates degree in Accounting or two or more years of related accounting experience and/or equivalent combination of education and experience.
2. Computer proficiency including use of Excel, Word, Outlook, accounting programs (e.g. Global, QuickBooks) and 10-key entry.
3. Ability to work well with others.

4. Good organizational and tracking skills.
5. Ability to work well under pressure and handle high volume of clerical duties.
6. Good written and oral communication skills.
7. Excellent attendance.

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