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JOB DESCRIPTION - ACCOUNTING/PAYROLL CLERK

DEPARTMENT: Accounting Department

JOB TITLE: Accounting/Payroll Clerk

REPORTS TO: Controller

PURPOSE: The purpose of this job is to contribute to the financial accountability of the company by performing accurate and timely financial and accounting assignments in accordance with established policies and procedures.

JOB DUTIES:

PAYROLL

- Prepare and process payroll in accordance with established procedures.
 - Reconcile payroll
 - Prepare and maintain payroll tax reports

FINANCE

- Daily preparation of deposits and reports
- Monthly reconcile Accounts Receivable to General Ledger
- Monthly reconcile Accounts Payable to General Ledger
- Annual preparation of audit analysis reports
- Billing reconciliation and General Ledger interface and reports
- Cash management and bank reconciliation and reporting
- General Ledger Processing – financial report development and processing
- Supervise record retention and storage area
- Protect confidential information

JOB REQUIREMENTS:

1. Knowledge and/or ability to learn a variety of simple to complex accounting practices and procedures, including, but not limited to:
 - Payroll Process
 - Tax Process
 - Reconcile General Ledger
 - Cash management, deposits, reports
 - Develop and process financial reports
 - Use and Sales Tax reports
2. Knowledge, skill and/or ability to learn computer equipment, word processing, other software and spreadsheet applications.
3. Ability to use a variety of office equipment, including, but limited to:
 - personal computer with modem transmission
 - calculator, typewriter, check signer, burster and paper shredder
4. Strong work organization knowledge and skill and ability to control use of resources.
5. Basic math skills to calculate simple to moderate factors as required by assigned task(s).
6. Strong oral and written communication skills.
7. Ability to be an effective team member; communicate and cooperate with other personnel.
8. Ability to remain calm and professional during peak periods of activity; manage multiple tasks simultaneously.
9. Ability to maintain confidential information, in accordance with Company policy.
10. Ability to work without supervision and complete assignments accurately and in a timely manner.
11. Ability to work daily and overtime as required.
12. Ability to assist in other work related areas as required.

BASIC PHYSICAL REQUIREMENTS:

Approximate: 8-Hour Day (may be longer during peak season)

<u>Key:</u>	Occasional	=	0% to 33%	N/A = Not Applicable
	Frequent	=	34% to 66%	
	Continuous	=	67% to 100%	
Standing				Occasional
Sitting				Continuous
Walking				Occasional
Bending/Kneeling/Crouching/Stooping				N/A
Reaching Above Shoulder				Occasional
Climbing (stairs, ladders, etc.)				Occasional
Working on Heights:				
Unprotected Heights				N/A
Protected Heights				N/A
Lifting Weights from 0 to 30 Pounds				Occasional
Push/Pull/Maneuver Equipment/Products/Materials Weighing from 0 to 30 Pounds				Occasional
Being Around and/or Operating Moving Machinery/Equipment				N/A
Operating a Vehicle (as a part of your job)				N/A
Read/Monitor Gauges on Various Equipment/Machinery				N/A
Hand Movements:				
Recording Data				Frequent
Operating Office Equipment				Frequent
Operating Computer				Continuous
Simple Grasping (right and left)				Continuous
Firm Grasping (right and left)				Occasional
Fine Manipulating (right and left)				Occasional
Foot Movements to Operate Foot Controls				N/A
Vision: Good Vision, Corrected to Normal; or Ability to Access Required Information and to Perform Job Duties				YES
Color Definition Required:				NO
Hearing: Good Hearing, Corrected to Normal; or Ability to Communicate/Understand Required Information and to Perform Job Duties				YES
Mobility: Ability to be mobile throughout required work areas.				
Office				Frequent
Multiple Locations				Frequent
Plant				Occasional
Equipment/Maintenance or Repair Area				Occasional
Rough Terrain				N/A
Other Department				Occasional

BASIC MENTAL REQUIREMENTS:

The mental abilities required for this job include, creating, analyzing and using a variety of information/computer data, analyzing personnel problems and developing alternative solutions as needed, understanding Company policy and government regulations related to financial information and reporting and communicating with all staff levels under favorable and unfavorable conditions.

WORKING CONDITIONS AND EXPOSURES:

General office conditions exist; occasional dust, temperature change and noise.

TRAINING:

Employee handbook and on-the-job training provided

JOB QUALIFICATIONS:

Education	High School/G.E.D./College level courses, desired AA College degree, preferred
Experience	Stable Work History Accounting Principles General Office experience Computer/Software experience

"Note: This is not necessarily an exhaustive list of the job duties and requirements associated with this job, but is intended to represent an accurate reflection of the current job."

JOB DESCRIPTION ACKNOWLEDGMENT

Job Title: Accounting/Payroll Clerk

YES ____ NO ____ I have been provided a copy of the job description, or the job functions have been explained to me.

YES ____ NO ____ I understand the requirements of this job.

YES ____ NO ____ I understand that this job description is not necessarily an exhaustive list of the job duties and requirements associated with this job, but rather is intended to represent an accurate reflection of the current job. Furthermore, management reserves the right to add, delete, and/or modify any of the job duties or requirements at any time.

Date

Applicant Signature