

JOB DESCRIPTION

Job Title:	<i>Accounting Clerk</i>	Department:	<i>Operations</i>
Job Code:		Grade or Level:	
Reports To (Title):	<i>Operations/General Manager</i>	Effective Date:	<i>March 18, 2014</i>

<p style="text-align: center;">JOB PURPOSE</p> <p><i>Essential intent of the job in a brief statement.</i></p>	<p>To ensure the accuracy and completion of all accounts payable and receivable processes, ensure accurate invoicing and collections; ensure inventory is stocked and purchases are made as a cost savings to company; to ensure the accuracy of payroll and all other local financial obligations</p>
<p style="text-align: center;">CRITICAL RESULTS</p> <p><i>Key outputs (normally consistent year to year) necessary to achieve Job Purpose.</i></p>	<ul style="list-style-type: none"> • Payroll process complete, accurate, timely and according to corporate guidelines/policy. • Accounts payables processed accurately and timely. • Accounts receivables up to date and collections current.
<p style="text-align: center;">KEY RESPONSIBILITIES & ACCOUNTABILITIES</p> <p><i>List the <u>key responsibilities and accountabilities necessary to fulfill this position's basic purpose. These are the actions that must be performed to achieve critical results listed above.</u></i></p> <p><i>Identify which of these are “essential functions” with an asterisk (*) at the end of each statement. (Functions are considered “essential” if: the function takes a significant amount of the employee's time; elimination of the function would fundamentally alter the position; failure to perform the function would have serious consequences.)</i></p> <p><i>Indicate the approximate % of time spent on each (total should equal 100%).</i></p>	<ul style="list-style-type: none"> ◆ Computer Skills- Word, Excel and the ability to learn location specific software ◆ Clerical skills: file, alphabetize, organize, count & sort. ◆ Process payroll for all employees on bi-weekly basis to ensure that all employees are paid accurately for their working hours. ◆ Complete daily and weekly reports as requested for Operations/General Manager review to ensure that hours and payroll are within budgeted amounts for service provided. ◆ Prepare accounts payable invoices for Manager approval in a timely manner ensuring the accuracy of account charges as well as the timely payment of vendors. ◆ Provide assistance to employees requiring wage and hour data ◆ Update employee files related to payroll and human resources ◆ Update and maintain vendor and supplier files ◆ Maintain professional demeanor and appearance. ◆ Maintain attendance within policy. ◆ Handle multiple tasks accurately and effectively in a fast paced environment. ◆ Other functions that may be assigned <p># Direct Reports: 0</p> <p>Key relationships / Peers: Vehicle Operators, Dispatchers/Reservationists, Road Supervisors, Client Agency Staff, Operations Supervisors, General Manager, Corporate Accounting and Payroll Staff</p>

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<p style="text-align: center;"><i>JOB REQUIREMENTS</i></p> <p><i>List required minimum education, years of experience and specific job related knowledge, skills & abilities required to perform the job.</i></p>	<p>Education: High School Diploma or Equivalent, some college or accounting experience preferred</p> <p>Experience: Accounting or Payroll background preferred, customer service</p> <p>Knowledge, Skills, & Abilities: Accounting basics, payroll and data entry processing, strong customer service skills, data entry experience and general knowledge of Microsoft Office package including word processing and spreadsheets, knowledge of generally accepted accounting principles, ability to read, write and speak English, ability to communicate effectively on all levels, possess a strong attendance record, follow company safety and operational rules and procedures, able to use multi-line phone system and handle multiple tasks concurrently, ability to work in a fast paced multi-tasking environment, ability to supervise, ability to work independently and follow directions, ability to adapt and remain flexible in a dynamic environment</p> <ul style="list-style-type: none"> • Must possess a clean DMV record and a reliable employment history with strong attendance and punctuality record
<p style="text-align: center;"><i>PROBLEM SOLVING & DECISION MAKING</i></p> <p><i>Give examples of each that describe the “complexity” of the job, e.g. : technical complexity, scope or breadth of the job, etc..</i></p>	<ul style="list-style-type: none"> • A vendor calls regularly complaining of non-payment of an invoice although it has been processed and shows as having been paid in the system. The vendor is threatening to revoke our credit and hold a vehicle which is needed for service until payment arrives. The clerk will need to determine what happened to the payment and convince the vendor to release the vehicle prior to a payment arriving. • Paychecks did not arrive at the location on time due to inclement weather and will not arrive until Monday. There are not enough blank checks on hand to write for everyone, and there is a limited amount of funds in petty cash. The clerk will need to determine which employees will get checks and which will get cash. Everyone is tense at the fear of not getting paid and blames the clerk
<p style="text-align: center;"><i>WORKING CONDITIONS</i></p> <p><i>If applicable, indicate the % of time spent at other facilities, customer sites, driving in all weather conditions, and/or traveling domestically or internationally.</i></p> <p><i>List physical activities required on the job such as constant sitting, standing, pushing, climbing, sorting, walking and/or lifting</i></p>	<p>Primarily works in an office environment.</p> <p>Job requires the following physical activities: Long periods of sitting</p>

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required of individuals in the job..