

ACCOUNTING CLERK
SAU 70

Qualifications:

Aptitude for numerical operations; three years' experience in accounting or bookkeeping; familiarity with computerized accounting systems, and software packages such as Excel, Word, e-mail, Internet browsers, or similar. High school diploma, associate's degree in accounting or business may substitute for two years' experience in accounting.

Representative Types of Responsibilities:

1. Processing and payment of all purchase orders, payment requests and related procedures/problems.
2. Preparation of vendor checks for mailing.
3. Maintenance of computer and manual files, data entry, data analysis. Operation of office machines, e.g., printers, folders, check signers, etc.
4. Processing payroll and paycheck distribution including: W-4 status or change payroll/withholding/deduction information monthly; 1099 documentation and issuance.
5. Other duties as may be assigned.

Reports to: Finance Manager

Supervises: None

Physical Limitations of Job: May require lifting of up to 50 pounds, kneeling, crouching, and physical dexterity

Category: Calendar Year, FLSA Non-Exempt

Date adopted: 12/3/12
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