ACCOUNTING CLERK I

JOBTITLE: Accounting Clerk I
DEPARTMENT: Accounting
REPORTSTO: Assistant Controller
FLSA STATUS: Non-Exempt

REVISED BY: C Joslin
REVISED DATE: October 27, 2016
APPROVED BY: C Joslin
APPROVED DATE: October 27, 2016

POSITION SUMMARY
The Accounting Clerk I computes, classifies, records and verifies numerical data for use in maintaining accounting records.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Regular onsite attendance
- Ability to work well with others in a team environment
- Provides accurate, efficient and exceptional customer service to internal and external customers
- Maintains knowledge of bank regulations, products, policies, procedures and meets deadlines
- Satisfactorily completes all training required for the position
- Processes daily general ledger rejected items
- Reconciles general ledger accounts and bank statements daily/monthly
- Prepares and posts journal entries
- Files documentation such as invoices, checks and reconciliations
- Places supply orders with vendor for the Operations Center
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities

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 degree (GED) required; one to three months related experience and/or training; or equivalent combination of education and experience required. One year related experience preferred.
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 and other employees of the organization.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY
Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER QUALIFICATIONS
Computer Skills: Ability to perform basic computer skills and operate computer programs. Proficient in Microsoft Word and Excel.

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 regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; or climb; and stoop, kneel or crouch. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus

WORKING ENVIRONMENT/CONDITIONS
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.

No hazardous or significantly unpleasant conditions (such as a typical office)
Noise level is usually moderate

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Signature                        Date