



JOB DESCRIPTION

Position: Accounting Clerk	Department: Finance
Function: Assist Finance Dept	FLSA: Non-Exempt
Reports To: General Accounting Manager	EEO Class: Administrative Support Worker

Position Summary

The Accounting Clerk processes/reviews/posts a variety of accounting transactions such as invoices, payments, and expenses in accordance with department procedures through computerized accounting system. This position will also assist in special finance projects related to the G/L and perform general financial clerical duties.

Essential Functions/Responsibilities

- Perform day to day accounts payable functions in QuickBooks and Bill.com.
 - Enter, code, and obtain approvals for vendor invoices, credit card receipts, check requests and refunds.
 - Produce weekly check runs.
 - File Form DE 542 with EDD.
- Monitor A/P aging with a monthly reconciliation schedule.
- Assist in processing and submitting Form 1096 and Forms 1099 to IRS, as well as Unclaimed Property filing to the State Controller's Office.
- Proactive in researching, resolving, and responding to inquiries and issues in a timely manner.
- Research sales tax rules and accrue sales tax to be filed with CA Department of Tax and Fee Administration.
- Maintain all vendor files, and other finance files as assigned. Maintain, and clean up Finance data base.
- Assist with reconciliations and analysis, monthly close, yearly close, audit, budget, and other special projects.
- General office tasks such as filing, sorting, scanning, printing, and providing general administrative support as needed, including but not limited to driving between sites.
- Other duties as assigned.

Education and/or Experience

- Minimum of two years of Accounts Payable and Accounting experience (and/or) Certificate/AA in Accounting or related field.
- Knowledge of electronic record keeping systems or experience with Bill.com and QuickBooks preferred

Skills/Specialized Knowledge

- Skilled in the use of personal computers, MS Office Suite, including Excel/Word

- Strong written, interpersonal, and oral communication skills are needed
- Working knowledge of business English, vocabulary, spelling, grammar and punctuation and formats for business correspondence and reports
- Excellent people skills, team player attributes and must be able to communicate with diverse groups of people in a professional manner in person, on the telephone and via email
- Organized, with attention to detail and accuracy, ability to be creative, flexible, self-starting, and juggle multiple tasks efficiently
- Must have a sense of urgency and work well under deadline pressure
- Results oriented and solution driven
- Willingness to collaborate and achieve results in cooperation with others
- Understanding of debits and credits
- Proficient in typing and 10 key

Physical /Mental Demands

- Standing, walking, sitting, typing, reaching, bending, moving and/or lifting up to 50 pounds.
- Performs a variety of duties, often quickly, switching from one task to another
- Performs with frequent interruptions or distractions
- Completes specific tasks within established time guidelines
- Adjusts priorities quickly as circumstances dictate.
- Ability to interact appropriately with colleagues for different purposes in different contexts
- Ability to interact in a professional and respectful manner to external customers and vendors
- Ability to remain in a stationary position a minimum of 50% of the time
- Must be able to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office machinery such as a calculator, copy machine, computer printer, etc.
- Must have the ability to see visually at close and long distances, have the ability to hear/listen, speak, interpret written text and/or numeric data, accurately interpret written and verbal instructions

Work Environment/Other

- Administrative Office Environment
- Must possess a valid CA Drivers License and current auto insurance

The intent of this job description is to provide a representative summary of the major duties and responsibilities to be performed. It should be noted, therefore, that associates may be requested to perform job related tasks other than those specifically presented in this job description.

I acknowledge that I have received a copy of my job description and will perform the duties to the best of my ability.

Employee Name (Printed)

Employee Signature

Date