

JOB IDENTIFICATION

JOB TITLE:	Accounting Clerk	SUPERVISORY STATUS:	Non-Supervisor
DEPARTMENT:	Accounting	FLSA STATUS:	Non-Exempt
REPORTS TO:	Controller	JOB TYPE CODE:	800050
DATE:	November 1, 2025	CLASSIFICATION:	Full Time

GENERAL SUMMARY

Performs any combination of calculating, posting and verifying duties for applicable accounting functions. May include processing invoices, expense reports and credit card logs and issuing payments through various means. May include calculating, reconciling and posting billing invoices from various systems. Other duties as assigned by supervisor.

DUTIES AND/OR RESPONSIBILITIES

The accounting department's organizational structure is such that accounting staff perform both general and specialized duties and activities. Cross training is paramount to the department's success.

- Maintain and update financial records in a clear and organized manner.
- Reconcile various accounts and ledgers to ensure accuracy.
- Record journal entries, perform bookkeeping duties, and research and resolve discrepancies.
- Assist with month-end closing procedures and reporting and provide support for year-end activities, such as preparing accruals and assisting with audits.
- Provide support for financial reporting and audit preparation and help execute corrective action when needed.
- May calculate and process accounts payable. This includes matching invoices to purchase orders and contracts, reviewing expense reports and credit card statements, ensuring approvals are confirmed, preparing and processing payments and resolving discrepancies.
- May calculate and process billings. This includes reconciling various Point of Sale (POS) systems to the general ledger and generating manual invoices for products and services, preparing and processing corrections or and resolving discrepancies.
- May require occasional overtime to meet business needs.
- May require occasional local travel for errands; mileage reimbursement provided when applicable.
- Other duties as assigned



REQUIRED EDUCATION AND EXPERIENCE

- High School Diploma or Equivalent
- Minimum of two years of accounting, finance or related field experience

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Proficiency in calculating, posting, managing accounting figures and financial records
- Ability to process a high volume of data with accuracy and meet various deadlines
- Strong attention to detail and ability to enter, review and correct data effectively
- Strong analytical and financial skills
- Effective written and oral communication skills
- High level of proficiency in MS Office suite
- Proficiency in computerized accounting systems and ability to learn company-specific software
- Ability to manage multiple tasks simultaneously
- Ability to write routine reports and correspondence clearly, concisely and accurately
- Ability to read and effectively understand company's operating procedures and protocols, contracts and agreements
- Ability and commitment to maintain confidentiality of financial data
- Effective interpersonal skills to represent the department and company in a professional and courteous manner over the phone or in the presence of internal and external contacts
- Demonstrated ability and commitment to highest level of moral and ethical standards
- Maintains and promotes safe work practices.

PREFERRED QUALIFICATIONS

- Experience in a construction industry setting
- Experience with JD Edwards or similar software platforms
- Experience with POS invoicing systems.

EMPLOYEE AFFIRMATION

<i>Printed Name of Employee:</i>	<i>Signature of Employee:</i>	<i>Date:</i>

Signature attests that the incumbent of the position has read this Job Description, has had an opportunity to clarify the duties, requirements, and working conditions therein, and agrees to perform the duties, activities, etc. as outlined.

