



Position Title: Accounting Clerk

FLSA: Non-Exempt

Reports to: Controller

Direct Reports: No

General Summary

The Accounting Clerk performs accounting data-entry tasks such as bank reconciliations, accounts payable and receivable processing, and clerical support of all accounting functions. Responsible for fostering strong working relationship with colleagues and demonstrating proficiency in following both written and oral instructions.

Essential Duties & Responsibilities:

- Reconciles bank accounts and capital credit balances to ensure accuracy.
- Posts general ledger entries to specified accounts.
- Performs accounts payable/receivable data entry.
- May assist with processing and preparation of company payroll.
- Prepares correspondence and other reports.
- Prepares and processes capital credit retirements and reissuance of capital credit checks.
- Assists with analysis, review, and processing subscriber billing records.
- Assists in data preparation for budget analysis and compile financial information for pre-audit reports as requested by telco auditors.
- Responds to inquiries from other departments.
- Serves as backup for other related accounting functions.
- Perform other general accounting and clerical duties as assigned by management*

Knowledge, Skills and Abilities:

- Knowledge of generally accepted accounting principles (GAAP).
- Knowledge of company policies and procedures.
- Skill in reading and interpreting statistical and financial data.
- Skill in operating office equipment and Microsoft Office software.



- Skill in oral and written communication.
- Ability to organize and prioritize multiple work assignments.
- Ability to communicate with customers, co-workers, and various business contacts in a professional and courteous manner.
- Ability to work independently and collaboratively in a team environment.
- Ability to pay close attention to detail and accuracy.
- Ability to maintain confidentiality.

Education/Experience:

Associate's degree in accounting or equivalent experience is required. Two years of accounting experience preferred.

Working Conditions:

The working environment is generally favorable. Lighting and temperature are adequate and there are no hazardous or unpleasant conditions caused by noise, dust, etc. This job involves sitting most of the time and if walking and standing are required, only occasionally.

Physical Requirements

Must be able to remain in a stationary position much of the workday and occasionally move about office setting to access office equipment. Positioning self to maintain files, the ability to move items across the office, the ability to observe details at close range and communicate information with others are necessary to the position. Must be able to move about outside of the office setting and some exposure to outside elements.

* The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.