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JOB DESCRIPTION - ACCOUNTANT

DEPARTMENT: Accounting

JOB TITLE: Accountant

REPORTS TO: Office Manager

PURPOSE: The purpose of this job is to provide accurate and timely accounting support. Additionally, the incumbent provides other administrative services as necessary.

JOB DUTIES:

Accounts Receivable Duties:

- Codes sales invoice and post them to the sales journal as necessary.
- Prepares daily deposits and enters the daily deposit amounts into customer accounts.
- Reconciles the account receivable aging report to the general ledger.
- Posts sales and updates the equipment inventories.

Accounts Payable Duties:

- Enters vendor invoices on daily basis for payment.
- Records purchase orders, files purchase orders, and matches purchase orders with vendor invoices.
- Reconciles the daily accounts payable equipment inventory summary to the general ledger.
- Codes vendor invoices with vendor numbers, general ledger account numbers, and discount dates/amounts.
- Issues account payable checks.
- Reconciles accounts payable subsidiary ledger to the general ledger.
- Reconciles monthly bank statement to the general ledger.

JOB DUTIES: (Continued)

Other Accounting Duties:

- Files monthly and quarterly sales tax returns and balances monthly sales tax schedules to the general ledger.
- Prepares monthly and quarterly activity reports.
- Prepares the monthly income statements and balance sheet.
- Files union reports on a monthly basis.
- Maintains an adequate inventory of office equipment, general supplies, and necessary forms.
- Assists with the training of the office staff as necessary.

JOB REQUIREMENTS:

1. General accounting knowledge and the ability to ensure fully functioning and accurate accounting functions.
2. Knowledge of computer systems and ability to input and access a variety of computer data.
3. Ability to effectively work with office personnel, management, and other business contacts.
4. Knowledge of organizational methods and the ability to manage multiple tasks/projects simultaneously.
5. Ability to maintain a high level of confidentiality related to all duties and responsibilities such as, account balances, payroll information, and other confidential documents.
6. Ability to comply with all work related deadlines.
7. Ability to apply accounting formulas and perform basic/complex mathematical calculations.
8. Ability to communicate effectively both orally and in writing.
9. Ability to remain calm and professional during peak periods of activities.
10. Ability to operate all necessary office equipment required to accomplish job duties such as, computers, calculators, and phones, fax machines, etc.
11. Ability to work daily and overtime as required.

BASIC PHYSICAL REQUIREMENTS:

Approximate: 8-Hour Day (may be longer during peak season)

Key:	Occasional	=	0% to 33%	N/A = Not Applicable
	Frequent	=	34% to 66%	
	Continuous	=	67% to 100%	
Standing				Occasional
Sitting				Frequent
Walking				Occasional
Bending/Kneeling/Crouching/Stooping				Occasional
Reaching Above Shoulder				Occasional
Climbing (stairs, ladders, etc.)				Occasional
Working on Heights:				
Unprotected Heights				N/A
Protected Heights				N/A
Lifting Weights from 0 to 35 Pounds				
Push/Pull/Maneuver Equipment/Products/Materials				
Weighing from 0 to 35 Pounds				
Being Around and/or Operating Moving Machinery/Equipment				Occasional
Operating a Vehicle (as a part of your job)				Occasional
Read/Monitor Gauges on Various Equipment/Machinery				N/A
Hand Movements:				
Recording Data				Continuous
Operating Office Equipment				Frequent
Operating Computer				Frequent
Simple Grasping (right and left)				Frequent
Firm Grasping (right and left)				Frequent
Fine Manipulating (right and left)				Frequent
Foot Movements to Operate Foot Controls				N/A
Vision: Good Vision, Corrected to Normal; or Ability to Access Required Information and to Perform Job Duties				YES
Color Definition Required:				YES
Hearing: Good Hearing, Corrected to Normal; or Ability to Communicate/Understand Required Information and to Perform Job Duties				YES
Mobility: Ability to be mobile throughout required work areas.				
Office				Frequently
Multiple Locations				Occasionally
Plant				Occasionally
Equipment/Maintenance or Repair Area				N/A
Rough Terrain				N/A
Other				N/A

BASIC MENTAL REQUIREMENTS

This job requires the mental capabilities to calculate, compile, analyze, and process accounting information. Furthermore, this job requires the incumbent to apply good judgement, utilize logical thought processes, and to solve problems as they arise.

WORKING CONDITIONS AND EXPOSURES:

General office working conditions exist, including occasional periods of extended computer work and extended hours during peak periods of activity.

TRAINING:

Safety:

Right to Know
Regular Safety Meetings
Emergency Procedures

Other:

On-the-job Training
Employee Handbook

JOB QUALIFICATIONS:

Education:

High School Diploma or GED, required
Two (2) years of College in a business or accounting related field, preferred.

Experience:

A minimum of 3-5 years of accounting experience, required.
Computer experience required.

Note: This is not necessarily an exhaustive list of the job duties and requirements associated with this job, but is intended to represent an accurate reflection of the current job."

JOB DESCRIPTION ACKNOWLEDGEMENT

Job Title: Accountant

- YES ____ NO ____ I have been provided a copy of the job description, or the job functions have been explained to me.
- YES ____ NO ____ I understand the requirements of this job.
- YES ____ NO ____ I understand that this job description is not necessarily an exhaustive list of the job duties and requirements associated with this job, but rather is intended to represent an accurate reflection of the current job. Furthermore, management reserves the right to add, delete, and/or modify any of the job duties or requirements at any time.

Date

Applicant Signature