



AGRI-INDUSTRIAL PLASTICS

Accounting Clerk

Department: Business Development

FLSA Status: Non-Exempt

Grade/Level:

Job Type:

Work Schedule:

Weekdays, 8:00am – 5:00pm.

Job Status: Full Time

Reports To: Customer Service Supervisor

Amount of Travel Required: None

Positions Supervised: None

POSITION SUMMARY

Accounts receivable duties include bank deposits, processing customer receivables, bank reconciliation, and contacting customers on overdue invoices. This position will also be a backup for accounts payable duties.

ESSENTIAL FUNCTIONS

Essential Functions Statement(s)

- Daily deposit of checks and EFT's (electronic transfer of funds)
- Process customers' receivables in ERP system
- Daily bank reconciliation
- Contact customers to follow up on overdue invoices
- Acts as back up for the Accounts Payable Clerk; processes, records, verifies and pays invoices on a timely basis through data entry
- May assist Accounts Payable Clerk with responding to vendor queries
- Ensures external and internal accounting controls and policies are adhered to
- Administration duties as needed, such as acting as backup for the receptionist
- Performs other duties and responsibilities as requested or required

POSITION QUALIFICATIONS

Competency Statement(s)

- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

SKILLS & ABILITIES

Education: High School Graduate or General Education Degree (GED)

Experience: 1 plus years of experience in bookkeeping or banking preferred

Computer Skills: Must be proficient in Word, Excel, and email

Certifications & Licenses:

Other Knowledge and Skills: Strong attention to detail, solid math skills, good verbal and written communication skills, strong 10 key skills, high level of organization and time management skills, ability to work independently and prioritize job duties

Prepared By: Amy Jones & Doug Robison Date: 1/8/2018

Approval: Katie Nichols Date: 1/8/2018

Approval: _____ Date: _____

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The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.