



## JOB DESCRIPTION

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**Job Title:** Accounting Clerk  
**Department:** Accounting  
**FLSA Status:** Non-Exempt  
**Reports To:** Accounting Manager  
**Location:** Willcox (752 E Maley)  
**Approved By:** Troy Judd  
**Approved Date:** 03/22/21

### GENERAL PURPOSE OF JOB

Performs accounting functions related to general ledger, accounts payable, accounts receivable, inventory, settlements and special projects.

### ESSENTIAL DUTIES AND RESPONSIBILITIES *(May include but are not limited to the following. Other duties may be assigned)*

#### Accounting

- Performs general accounting functions in compliance with FCC Part 32 system of accounts.
- Accurately maintains account databases and records.
- Reconciles general ledger accounts.
- Assists in the preparation of monthly, quarterly, and annual reporting.
- Assists in the preparation of the accounting budget and budgets of all departments.
- Processes accounts payable and receivable invoices, inventory, and settlements
- Accurately maintains files for all pertinent documents.
- Handles all information in an unbiased and confidential manner.
- Interfaces with all departments in a professional manner
- Cross trains in other areas in the department
- Actively encourages teamwork, open communication, and cooperative interaction by promoting a positive work environment that reflects the company's mission, values and management goals.

#### Payroll

- Assists in accurate payroll database and files in compliance with company, IRS, federal and state filing, and retention requirements.
- Meets all requirements for the distribution of payroll direct deposits/checks.
- Assists in monthly, quarterly, and year-end payroll functions and prepares other payroll related reports.
- Assists employees with payroll issues.

#### Work Orders

- Understands and applies industry accounting requirements associated with record keeping, the work order process and CPR's.
- Interfaces between appropriate departments for accurate and timely database input, maintenance and reporting of outside plant and central office equipment records.
- Monitors in maintaining accurate files for all pertinent documents associated with work orders and CPR's.
- Monitors work order close outs and interfaces with appropriate departments to ensure timely work order closures.
- Assists personnel with the preparation and maintenance of required reports.
- Maintains RUS contracts and FRS reporting records.

**EDUCATION and EXPERIENCE**

High school diploma or General Educational Development (GED) certificate and a minimum of six months to one-year related experience and/or training.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports, business correspondence, and procedure manuals. Ability to speak effectively before groups of customers, vendors and employees of the organization.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**COMPUTER OPERATIONS**

Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.

**PLANNING/ORGANIZATION**

Ability to prioritize and handle multiple tasks and projects simultaneously.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must have and be able to maintain possession of a valid driver's license.

**CONTACTS**

Interacts with all departments and employees and works with vendors.

**PHYSICAL/ENVIRONMENTAL DEMANDS**

PHYSICAL DEMANDS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand	___	<u>XXX</u>	___	___
Walk	___	<u>XXX</u>	___	___
Sit	___	___	___	<u>XXX</u>
Keyboarding	___	<u>XXX</u>	___	___
Use hands to finger, handle, or feel	___	___	___	<u>XXX</u>
Reach with hands and arms	___	___	XXX	___
Climb or balance	___	<u>XXX</u>	___	___
Stoop, kneel, crouch, or crawl	___	XXX	___	___
Talk or hear	___	___	___	<u>XXX</u>
Taste or smell	___	XXX	___	___

WEIGHT	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Lifting and/or carrying	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	___	<u>XXX</u>	___	___
Up to 25 pounds	___	<u>XXX</u>	___	___

**WORKING CONDITIONS**

Well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation. There may be times when some lifting or carrying items is necessary.

**PHYSICAL ACTIVITY LEVEL**

Sedentary physical activity performing somewhat non-strenuous daily activities of a primarily administrative nature.

**MANUAL DEXTERITY**

Manual dexterity sufficient to reach/handle items and operate a keyboard.

**WORK SCHEDULE/HOURS**

Regular (40 hours per week), subject to company policies. It is also possible that this job will be required to work fewer or more hours during any given week.

**VISION** *(Any or all will be required to perform the functions of this position.)*

Close Vision (clear vision at 20 inches or less)

**NOISE**

Moderate noise (i.e.: business office with computers and printers, light traffic, delivery trucks and forklifts.)

**TRAVEL**

Minimal overnight travel (up to 10%) by land and/or air.