



JOB DESCRIPTION

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Job Title: General Office Clerk-Student
Department: Accounting/Billing
FLSA Status: Non-Exempt
Reports To: Accounting Manager
Location: Willcox (752 E Maley)
Approved By: Terri Harguess
Approval Date: 3/29/2022

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

- Actively encouraging teamwork, open communication, and cooperative interaction by promoting a positive work environment that reflects the company's mission, values, and management goals.
- Interface with all departments in a professional manner.
- Assist with customer payment processing.
- Correspond with customers, as necessary, to keep account information up to date.
- Sort and distribute office mail daily.
- Create and edit word and excel documents as needed.
- Assist with accounting functions such as reconciling bank statements, accounts payable, posting journal entries and filing.

EDUCATION and EXPERIENCE

Current full-time high school student. Must be going into their senior year. Minimum 16 years of age.

LANGUAGE SKILLS

Ability to read, analyze, general business periodicals, safety rules, operating and maintenance instructions, professional journals, technical procedures. Ability to write reports, business correspondence, and procedure manuals.

MATHEMATICAL SKILLS

Ability to calculate and apply the concepts of discounts, interest, commissions, proportions, fractions, ratios, and percentages.

REASONING ABILITY

Ability to define problems and collect data. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

COMPUTER OPERATIONS

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

PLANNING/ORGANIZATION

Ability to prioritize tasks, organize and delegate assignments; ability to handle multiple tasks and projects simultaneously.

CERTIFICATES, LICENSES, REGISTRATIONS

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

CONTACTS

Works with all employees, vendors, collection and credit agencies, customers, and consultants of Valley TeleCom Group.

PHYSICAL/ENVIRONMENTAL DEMANDS

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

WEIGHT	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Lifting and/or carrying				
Up to 10 pounds	___	___	XXX	___
Up to 25 pounds	___	___	XXX	___
Up to 50 pounds	___	XXX	___	___
Up to 100 pounds	___	XXX	___	___

WORKING CONDITIONS

Well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation.

PHYSICAL ACTIVITY LEVEL

Light physical activity performing non-strenuous daily activities of an administrative nature.

MANUAL DEXTERITY

Manual dexterity sufficient to reach/handle items and work with keyboard.

WORK SCHEDULE/HOURS

(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)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)

WORK ENVIRONMENT

Amount of Time

	None	Under 1/3	1/3 to 2/3	Over 2/3
Work near moving mechanical parts	___	<u>XXX</u>	___	___
Work in high, precarious places	___	<u>XXX</u>	___	___
Outdoor weather conditions	___	<u>XXX</u>	___	___

NOISE

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

TRAVEL

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