



## JOB DESCRIPTION

**Job Title: General Office Clerk – Student**

**Department: Accounting/Billing**

**FLSA Status: Non-Exempt**

**Reports To: Accounting Manager**

**Location: Willcox**

**Approved By: Terri Harguess**

### Summary

Serves as primary support to the accounting and billing departments by providing various routine clerical duties and assisting team members with projects.

**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.

### Knowledge of:

**Computer Experience:** 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.

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

**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.

### **Ability to:**

- **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.

### **Certificates**

- Must have and maintain possession of a valid driver's license issued by the state of Arizona. (Preferred)

### **Education and/or Experience**

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

### **Physical/Environmental Demands**

#### **Physical Activity Level**

- **Stand:** Under 1/3<sup>rd</sup> of the time.
- **Walk:** Under 1/3<sup>rd</sup> of the time.
- **Sit:** Over 2/3<sup>rd</sup>s of the time.
- **Use of hands to finger, handle or feel:** Over 2/3<sup>rd</sup>s of the time.
- **Reach with hands and arms:** 1/3<sup>rd</sup> to 2/3<sup>rd</sup>s of the time.
- **Climb or balance:** Under 1/3<sup>rd</sup> of the time.
- **Stoop, kneel, crouch or crawl:** Under 1/3<sup>rd</sup> of the time.
- **Talk or hear:** Over 2/3<sup>rd</sup>s of the time.
- **Taste and smell:** None
- **Ability to lift and/or carry up to 10 pounds:** 1/3<sup>rd</sup> to 2/3<sup>rd</sup>s of the time.
- **Ability to lift and/or carry up to 25 pounds:** 1/3<sup>rd</sup> to 2/3<sup>rd</sup>s of the time.
- **Ability to lift and/or carry up to 50 pounds:** under 1/3<sup>rd</sup> of the time.
- **Ability to lift and/or carry up to 100 pounds:** under 1/3<sup>rd</sup> of the time.
- **Ability to lift more than 100 pounds:** None

## Working Conditions

- **Environment:** Well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation.
- **Work near moving mechanical parts:** Under 1/3<sup>rd</sup> of the time.
- **Work in high, precarious places:** Under 1/3<sup>rd</sup> of the time.
- **Outdoor weather conditions:** Under 1/3<sup>rd</sup> of the time.
- **Physical Activity Level:** Light physical activity performing non-strenuous daily activities of an administrative nature.
- **Manual Dexterity:** Manual dexterity sufficient to reach/handle items, work with hands and operate a keyboard.
- **Noise:** Moderate noise (examples: business office with computers and printers, light traffic).

**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)
- **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.
- **Adjust Focus:** Ability to adjust the eye to bring an object into sharp focus.

## Contacts

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

## 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.

## Travel

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