



Job Title: Accounting Clerk	Department: Pine Creek Construction
Reports To: VP/CFO	Pay Range: Experienced Based
FLSA Status: Non-exempt	Prepared Date: 06/16/2023

SUMMARY: The Accounting Clerk is responsible for providing accounting support to accounting analyst and other managers within the company. Ensures files are complete and maintained as needed, handles accounts receivable duties, and assists accounting personnel. Also provides clerical and accounting support while maintaining accurate records and files, processing invoices and managing data.

ESSENTIAL DUTIES and RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department, job or building assignment.

- Accuracy and attention to detail
- Post accounts payable invoices
- Reconcile monthly accounts payable vendor statements
- Provide support the accounting manager, accounts receivable supervisor and the accounts payable supervisor with various daily/weekly/monthly projects
- Research, track and restore accounting or documentation problems and discrepancies
- Type accurately, prepare and maintain accounting documents and records
- Function in accordance with established standards procedures and applicable laws
- Constantly update job knowledge
- Other duties as assigned

EDUCATION, EXPERIENCE, LICENSES, REGISTRATIONS AND CERTIFICATIONS:

- Criminal background check required for hire
- Drug Screen required for hire
- High school diploma, completion of G.E.D
- Associate degree or relevant certification is a plus
- Ability to multi-task

QUALIFICATIONS:

- 1-2 years' experience – Preferred

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is required to sit; stand; walk; use hands to manipulate, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: This position operates in a professional office environment. This role routinely uses standard office equipment such as computer, phones, photocopiers, filing cabinets and fax machines.

SAFETY STATEMENT: It is imperative that all employees recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate manager.

POSITION DESCRIPTION ACKNOWLEDGMENT:

I have received and read a copy of my position description. I understand that the essential duties, responsibilities and tasks described in it are subject to change at the sole discretion of the Company and at any time.

Employee Name (printed)

Employee Signature

Date