

POSITION DESCRIPTION

Date: 10/1/18

Prepared by: HR Department

Approved by: President

Title: Accounting Clerk - Receptionist – Part Time

Reports to: Finance Manager

Purpose of Position: This position is responsible for compiling and maintaining accounting records, front desk/receptionist duties and assisting the finance department in various other accounting duties to assure a high level of accuracy and customer satisfaction while satisfying Utility Keystone Trailer Sales' policies.

Requirements:

- Education - This position requires an associate's degree in accounting or similar education and a minimum of one-three years office experience.
- Language Skills - Requires the ability to read, write, communicate, and interpret accurately in English. This position requires the ability to read and write reports, business correspondence and desk procedures. Employee must demonstrate the ability to interact tactfully and positively with customers, vendors, UKTS staff and management.
- Mathematical Skills - Ability to calculate figures and amounts such as discounts, interest, proportions, percentages and regular mathematic equations.
- Computer Skills – Proficient in Microsoft products and the ability to operate other office equipment.

Essential Duties:

- Validate, process, pay and file vendor invoices
- Reconcile vendor account differences
- Request and maintain vendor W-9's and Certificates of Insurance in Fusion
- Record use tax from vendor invoices as needed
- PO Box and bank deposits once a week & as needed
- Daily mailbox run
- Receptionist 2 hours/day and when on vacation
- Backup receptionist throughout the day
- Assist customers with copies of invoices, statements and CC payments
- Assist in other duties when Office Coordinator or Receptionist are out

- Post accounts receivable checks
- QuickBooks AR and AP for related entities
- Perform other accounting/administrative duties as requested by Finance Manager

Work Environment:

The Work environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position requires the ability to apply common sense understanding to carry out instructions furnished in writing, oral, schedule or diagram form and the ability to use sound judgment when faced with complex circumstances.
- The ability to deal with problems involving several variables in standardized situations is essential, while maintaining a professional, calm manner when negotiating with difficult or upset customers.
- The noise level is quiet to moderate at times
- The physical exertion is moderate and work is performed in an office setting
- There are frequent employee and customer contacts and interruptions in person and the telephone during work hours.
- U/KTS reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.
- Requires the ability to operate a personal computer, multi-line phone, calculator and other basic office equipment.
- Requires the ability to concentrate and consistently produce accurate work.
- While performing the duties of this job, the employee is frequently required to sit, use hand to finger, handle or feel, reach with hands and arms, and talk or hear.
- The employee is occasionally required to stand and walk.
- The employee must be able to occasionally lift and or move up to 20 pounds.
- Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Standards:

- Work will be performed in a routine, coordinated manner as to continuously duplicate or exceed desired results
- Be customer focused with positive attitude
- Maintain a clean and organized work area at all times
- Arrive to work early in preparation to start shift on time
- Work performed is to be in a professional manner in accordance with or exceeding company standards
- Adhere to all company policies, procedures and standards
- Display a professional attitude toward Company and fellow employees

- Maintain a professional appearance
- Maintain verbal and written communications as required
- Work will be performed in accordance with all government laws and regulations
- Continually seek professional and personal growth
- Maintain professional and friendly attitude at all times

Signing on behalf of this position and agreeing to accept all of its responsibilities.

Signed: _____ Date: _____

Accounting Clerk - Receptionist

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Signed: _____ Date: _____

Operations Manager