|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Hubert H. Humphrey Job Corps Center**  **Company Profile:** We support the Job Corps program's mission of teaching eligible young people the skills they need to become employable and independent and placing them in meaningful jobs or further their education. | | | |
| **Position Title:** | | Accounting Clerk | **Reports To:** | Finance Manager |
| **Department:** | Non-Exempt | | **FLSA Classification:** | Non-Exempt |
| **Job Grade:** | 4 | | **EEO-1 Classification:** | 05 – Office and Clerical |
| **Last Revision Date:** | March 1, 2021 | |  |  |
| **SUMMARY OF POSITION FUNCTION:** | | | | |
| Performs a variety of accounting functions in accordance with company and government guidelines and regulations. | | | | |
| **MAJOR DUTIES AND RESPONSIBILITIES:** | | | | |
| * Establishes and monitors the implementation and maintenance of accounting control procedures. * Performs accounting and auditing functions, developing data for periodic operating statements and management information in compliance with company and government regulations. * Reviews account coding and classifications for Accounts Payable and Payroll. * Ensures all Purchase Requisitions, including Recurring Purchase Requisitions are entered by employees in Costpoint on a timely basis. * Processes invoices and ensures on-time payment. * Ensures accurate and appropriate recording and analysis of revenues and expenses. * Provides assistance to internal & external audit functions. | | | | |
| **Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization.** | | | | |
| **SKILLS/COMPETENCIES:** | | | | |
| * Comprehensive knowledge of accepted accounting principles, policies and procedures * Knowledge of laws, government rules, regulations, and reporting requirements * Proficient in data bases, Excel, Microsoft programs and e-mail management * Ability to analyze financial data; in-depth knowledge of accounting systems | | | | |
| **EDUCATION REQUIREMENTS:** | | | | |
| * Post-Secondary degree in Accounting, Business Administration or related field. Directly related experience may substitute on a year-to-year basis. | | | | |
| **EXPERIENCE:** | | | | |
| * Two years of experience in a work related field. | | | | |
| **OTHER:** | | | | |
| * Must possess a valid driver’s license with an acceptable driving record. | | | | |
| **ADA REQUIREMENTS:** | | | | |
| **In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose an undue hardship on the company.**  **Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The term "qualified individual with a disability" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the position.**  **PHYSICAL ACTIVITIES**:     * Reading, writing and communicating fluently in English * Hearing and speaking to express ideas and/or exchange information in person or over the telephone * Seeing to read labels, posters, documents, PC screens, etc. * Sitting, standing, moving about or walking for occasional or frequent periods of time * Dexterity of hands and fingers to operate a computer keyboard and other office equipment * Kneeling, bending at the waist, stooping and reaching overhead * Retrieving and storing files and supplies; occasionally carrying and/or lifting light objects   **WORKING CONDITIONS:**   * Campus and general office setting * Indoor and outdoor environment | | | | |
| **By signing below, I acknowledge that I have received a copy of the Position Description and I am expected to read and familiarize myself with the contents pertaining to the functions and responsibilities of the position.** | | | | |
| **Employee Print Name:** | | | | |
| **Employee Signature:** | | | | |
| **Date:** | | | | |