

## **ACCOUNTING CLERK**

Supervisor: Accounting Manager

Status: Non-Exempt

Pay Grade: 2

Date: 11/04

### **MAIN FUNCTION:**

Prepare and process accounting transactions in accordance with established guidelines and procedures. May monitor, maintain and reconcile accounts; interact with employees and vendors; create and maintain spreadsheets; prepare reports. Participate in audit reviews. Answer inquiries independently in accordance with policy.

### **ESSENTIAL FUNCTIONS**

The accounting clerk does all or some of the following activities:

1. Prepare and process purchase orders in Navision.
2. Receive orders in Navision.
3. Prepare and process assigned journal entries.
4. Prepare internal project charges as assigned.
5. Issue stock and consignment inventory; review and post inventory journal.
6. Prepare deposits.
7. Other miscellaneous tasks as assigned.

### **JOB REQUIREMENTS**

1. AA degree in accounting or business, or equivalent combination of education and experience.
2. Working knowledge of word processing and spreadsheet software, including Microsoft Office products, accounting software, e-mail, etc.
3. Proficient in data entry and 10-key.
4. Ability to deal with confidential information such as financial records and salaries.

### **COMPLEXITY OF JOB AND WORKING CONDITIONS**

1. Works under general supervision. Ability to make decisions which require consideration of various criteria. Decisions are usually within prescribed limits.

2. Contacts are with supervisor, co-workers, other BTI staff, vendors and occasionally the general public to communicate and explain departmental procedures, to order supplies or service, to resolve problems, and to refer and/or respond to general inquiries.
3. Requires close concentration and visual attention
4. Limited exposure to hazardous materials.