



JOB TITLE: Accounting Clerk
REPORTS TO: Financial Controller
DEPARTMENT: Finance
POSITION SUPERVISED: Cash Control Attendants
Job Type: Seasonal
Pay: \$19/hour

JOB SUMMARY: This Accounting clerk position is responsible for maintaining accurate and up-to-date AP/AR records, and managing the PO requisition process. Responsible for assisting the Financial Controller with budgetary and general reporting needs.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Reconcile purchase orders and invoices to ensure prompt payment
- Coordinate with multiple departments to prepare month-end inventory
- Assist Financial controller in reconciliation of balance sheet accounts.
- Coordination of the Maintenance Department's requisitions; including Vendor enrollment and proper budgetary coding
- Responsible for posting online sales and creating Dome sales invoices in GP.
- Responsible for printing tickets and ticket fulfillment.
- Assist with accounts payable/accounts receivable and generating Aged Trial Balance
- Ensure completion of work responsibilities and special projects in accordance with the designated timeframe, as determined by the reporting leader.
- Maintain a high level of confidentiality.
- Adhere to all company policies, procedures, rules, regulations, standards, guidelines, expectations, and requirements.
- Assist in other areas of Finance, as assigned
- Be a proactive member of the Finance team
- Must be able to work varied shifts, including holidays, nights and weekends.
- Assume additional responsibilities as assigned.

QUALIFICATIONS:

Education: BA/BS in Accounting or Finance

Experience: 2 years in leadership position in accounting or work-related field.

- Must be at least 18 years of age.
- Experience with Microsoft Great Plains and MS Excel is considered a plus.
- Experience with month-end closing a plus
- Ability to troubleshoot situations without delay and act accordingly
- Ability to succeed in a fast-paced, evolving environment and able to meet deadlines
- Must be able to work varied shifts, including evenings, holidays overnight events and weekends
- Must be able to maintain positive, respectful relationships and work effectively with all internal and external constituencies, including employees, community leaders and senior management.
- Must have highly developed interpersonal, verbal, and written communication skills, including presentation skills; ability to communicate clearly, concisely, and persuasively.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to walk or stand for extended periods of time. (Operation Hours)
- While performing the duties of this job, the team members regularly required to use hands to finger, handle, or feel; reach with hands and arms; and read, talk, and hear.
- The team member frequently is required to sit, stand, walk, stoop, kneel, push, pull, crouch or crawl. The team member is occasionally required to climb or balance.
- The team member must regularly lift and/or move up to twenty-five pounds, frequently lift and/or move up to a twenty- five pounds with assistance.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- The team member may be exposed to weather conditions prevalent at the time.
- The noise level is generally moderate to high.

“The information provided in this job description is designed to provide the general nature and level of work performed by team members within the job classification. The job description is not designed to contain or be interpreted as a comprehensive list of all work duties, responsibilities and qualifications required of team members assigned to this job. This job description will be updated, modified, and revised by the Company, at its sole discretion, from time to time as it deems necessary to meet the business needs of the Company. The Company is an equal opportunity employer committed to providing a culturally diverse workplace for qualified candidates.”