



# JOB DESCRIPTION

## Accounting Clerk

Updated 01-11-12

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These requirements are representative, but not all-inclusive, of the knowledge, skill and ability required of the company Accounting Clerk. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School graduate required, some college preferred.
- One to two years of general business experience, some accounting preferred.
- Must be well organized to scan, file and reconcile various invoices and information.
- Must provide excellent customer service internally and externally.
- Established experience providing office support with an emphasis on excellent customer service.
- Strong and effective attention to detail and deadlines.
- Demonstrated effectiveness in communication, including excellent interpersonal, verbal and written communication skills.
- Demonstrated ability to develop strong working relationships and trust with a broad range of individuals and departments.
- Demonstrated ability to work both independently and effectively with more than one work group manager and in a team environment.
- Demonstrated strong office and administrative support experience.
- Demonstrated effectiveness and ability to prioritize, organize, manage and coordinate multiple projects.
- Maintain a positive team attitude and professional demeanor at all times.
- Ability to use office equipment, such as computer, copier, calculator and fax machine.
- Demonstrated effective computer skills in MS Word, Excel, PowerPoint and Outlook.

