



Senior Bookkeeper

Employer Information

Organization Name:	Fuller Industries / Brenda Kaiser
Job Code:	A651
Department:	Accounting
Division:	KS
Reports To:	CFO
Job Location:	Great Bend, KS-67530
Hours/Week:	40
Starting Salary:	15.00 USD/Hour

Benefits

- 401k
- Holidays
- Paid Time Off, Life Insurance and Accidental Death & Dismemberment

FLSA Status:	Non-Exempt
Prepared By:	Brenda Kaiser & Ellen Moran
Prepared Date:	July 3, 2019

Job Purpose

Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

Tasks

- Operate computers programmed with accounting software to record, store, and analyze information.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Comply with federal, state, and company policies, procedures, and regulations.
- Operate 10-key calculators, typewriters, and copy machines to perform calculations and produce documents.

- Receive, record, and bank cash, checks, and vouchers.
- Code documents according to company procedures.
- Perform financial calculations, such as amounts due, interest charges, balances, discounts, equity, and principal.
- Reconcile or note and report discrepancies found in records.
- Perform general office duties, such as filing, answering telephones, and handling routine correspondence.
- Access computerized financial information to answer general questions as well as those related to specific accounts.
- Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.
- Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.
- Match order forms with invoices, and record the necessary information.

Work Activities

- Interacting With Computers
- Getting Information
- Documenting/Recording Information
- Establishing and Maintaining Interpersonal Relationships
- Communicating with Supervisors, Peers, or Subordinates
- Identifying Objects, Actions, and Events
- Organizing, Planning, and Prioritizing Work
- Performing Administrative Activities
- Processing Information
- Communicating with Persons Outside Organization

Detailed Work Activities

- Answer telephones to direct calls or provide information.
- Calculate financial data.
- Code data or other information.
- Collect deposits, payments or fees.
- Compile data or documentation.
- Execute sales or other financial transactions.
- File documents or records.
- Maintain financial or account records.
- Maintain inventory records.
- Monitor financial information.
- Operate computers or computerized equipment.
- Operate office equipment.
- Prepare cash for deposit or disbursement.
- Prepare documentation for contracts, transactions, or regulatory compliance.
- Reconcile records of sales or other financial transactions.
- Search files, databases or reference materials to obtain needed information.
- Verify accuracy of financial or transactional data.

Work Content

Physical Demands

The employee is occasionally Stand; Walk; Climb or balance; Stoop, kneel, crouch, or crawl; The employee is frequently reaching with hands and arms; The employee will regularly sit; Use hands to finger, handle, or feel; Talk or hear;

Lifts Weight or Exerts Force Work Environment

The employee occasionally lifts up to 25 pounds; the employee regularly lifts up to 10 pounds;

Visions

Specific vision abilities required by this job include Close vision; Distance vision; Peripheral vision; Depth perception; Ability to adjust focus;

Qualification

Education and Experience

Years of Experience	2
Education	High School/G.E.D
Degree or Formal Training	Advanced business education preferred.

Skills

Basic Skills

- **Mathematics**
Using mathematics to solve problems.
- **Active Listening**
Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Critical Thinking**
Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Reading Comprehension**
Understanding written sentences and paragraphs in work related documents.
- **Speaking**
Talking to others to convey information effectively.

Social Skills

- **Coordination**
Adjusting actions in relation to others' actions.
- **Service Orientation**

Actively looking for ways to help people.

- **Social Perceptiveness**
Being aware of others' reactions and understanding why they react as they do.
- **Negotiation**
Bringing others together and trying to reconcile differences.
- **Persuasion**
Persuading others to change their minds or behavior.

Complex Problem Solving Skills

- **Complex Problem Solving**
Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Technical Skills

- **Operation and Control**
Controlling operations of equipment or systems.

System Skills

- **Judgment and Decision Making**
Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Systems Evaluation**
Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Resource Management Skills

- **Time Management**
Managing one's own time and the time of others.
- **Management of Financial Resources**
Determining how money will be spent to get the work done, and accounting for these expenditures.
- **Management of Material Resources**
Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

Desktop Computer Skills

- **Databases**
Using a computer application to manage large amounts of information, including creating and editing simple databases, inputting data, retrieving specific records, and creating reports to communicate the information.
- **Internet**
Using a computer application to create, manipulate, edit, and show virtual slide presentations.
- **Navigation**
Using scroll bars, a mouse, and dialog boxes to work within the computer's operating system. Being able to access and switch between applications and files of interest.
- **Presentations**
Navigating the Internet to find information, including the ability to open and configure standard browsers; use searches, hypertext references, and transfer protocols; and send and retrieve electronic mail (e-mail).
- **Spreadsheets**
Using a computer application to enter, manipulate, and format text and numerical data; insert, delete, and manipulate cells, rows, and columns; and create and save worksheets, charts, and graphs.
- **Word Processing**
Using a computer application to type text, insert pictures, format, edit, print, save, and retrieve word processing documents

Knowledge

Required

- Customer and Personal Service
- Clerical
- Mathematics
- English Language
- Economics and Accounting

Tools

- **Desktop calculator**
 - 10-key calculators
- **Desktop computers**
 - Desktop computers
- **Notebook computers**
 - Notebook computers
- **Scanners**
 - Image scanners

Technology

- **Accounting software**
- **Enterprise resource planning ERP software**
- **Financial analysis software**
- **Data base user interface and query software**
- **Electronic mail software**
 - Microsoft Outlook
- **Spreadsheet software**
 - Microsoft Excel
- **Word processing software**
 - Microsoft Word
- **Business intelligence and data analysis software**
- **Data base reporting software**

- **Internet browser software**
 - Microsoft Internet Explorer

- **Office suite software**
 - Microsoft Office

- **Presentation software**
 - Microsoft PowerPoint