

T&C MFG & Operating, Inc.
Job Description

Job Title: Accounting Clerk
Department: Corporate
Reports To: Controller
FLSA Status: Non-Exempt
Prepared By: Brian Schrader
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Approved By: Brian Schrader
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Summary Computes, classifies, records, and verifies numerical data for use in maintaining accounting records by performing the following duties.

Essential Duties and Responsibilities may include the following and other duties may be assigned by Controller or Sr. Management.

- Compiles and sorts documents, such as invoices and checks, substantiating business transactions.
- Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts to ledgers or computer spreadsheets and databases.
- Audits invoices against purchase orders, researches discrepancies, and gets appropriate approvals for payment.
- Investigates problems that vendors or purchasing agents have with obtaining payment for bills.
- Computes and records charges, refunds, cost of lost or damaged goods, freight charges, rentals, and similar items.
- Reviews timesheets to ensure proper allocation of hours to projects on customer billings.
- Prepares vouchers, invoices, account statements, reports, and other records, and reviews for accuracy.
- Codes data for input to financial data processing system according to company procedures.
- Reviews, balances, and interprets computer reports, and makes corrections.
- Assists employees, vendors, clients, or customers by answering questions related to accounts, procedures, and services.
- Prepares SWD joint interest billings.
- Handles collection responsibilities for outstanding accounts receivable items.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Design - Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed.

Quality Management - Demonstrates accuracy and thoroughness.

Business Acumen - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

Professionalism - Reacts well under pressure; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Completes work in timely manner.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Seeks increased responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Associate's degree (A. A.) or equivalent from two-year college or technical school; and/or six months to one year related experience and/or training; or equivalent combination of education and experience.

Computer Skills

To perform this job successfully, an individual should have knowledge of QuickBooks Accounting software; Excel Spreadsheet software and Microsoft Word Processing software.

Certificates, Licenses, Registrations

Must have a valid Kansas Driver's License with no DUI/DWI or other major citation and must meet insurability requirements.

Other Skills and Abilities

Must pass pre-employment physical and drug screen. Subject to random drug testing.

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.

While performing the duties of this Job, the employee is regularly required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually quiet.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.