

Job Title: Accounting Clerk I - Grade 6 – Cash Advances

Reports to: Membership Dues Department Supervisor / Coordinator

Responsible for performing dues accounting functions as required by supervisor. Processes membership dues check disbursements and dues cash receipts in a timely and accurate manner. May be required to assist in other related areas depending upon the workflow.

- Performs a variety of clerical tasks that are auxiliary to the work of the supervisor that do not require a technical or professional knowledge of a specialized area.
- Performs clerical duties that require a general knowledge of the CWA membership dues accounting procedures and practices.
- Pace of work is erratic, with periods in which work is rapidly paced. Duties are somewhat diverse, with some duties requiring analysis and reasoning.
- Work involves the application of standard practices. Frequent decisions are required although decisions are routine and are generally limited to choices among clearly defined preexisting alternatives. Tasks are performed according to specific guidelines, although occasional departures from established practices. Decisions in complicated or specialized situations are referred to supervisor.

Duties and Responsibilities:

- Initiating the processing of all types of dues disbursements to Locals.
- Direct Deposit / Local Pay authorization setup.
- Validating checks, direct deposit advices and related reports.
- Validates Dues cash receipts and records in system.
- Balances month end cash receipt reports.
- Maintains accurate local check records and files. Must be able to retrieve information from records and files upon request. May be required to record information in organizational documents, enter data into simple computer programs, distribute information, performs simple computations.
- Performs other related miscellaneous general office duties as required, some of which may require independent judgment.

Qualifications:

- Typing – minimum speed – 30 words per minute
- High school diploma or equivalent
- Working knowledge of Microsoft Windows and Excel
- Ability to learn new software and computer equipment as required by supervisor or as technology changes
- Good math, communication, listening skills, attention to detail
- Ability to read and comprehend instructions and correspondence
- Ability to understand and follow moderately technical instructions and CWA dues accounting rules and policies
- Six months related experience or training or equivalent combination of education and experience

Physical Demands:

The physical demands described herein 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 for long periods of time, use hands to handle or feel objects, writing instruments or keyboard controls, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel or crouch. The employee must occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include both close and distance vision.

Human Resources Director

Chief Steward, OPEIU Local 2

Date

Date