

Job Title: Accounting Clerk I – General Support - Grade 6

Reports to Accounting Department Supervisor / Coordinator

Assists supervisor in maintaining accounting records, files and reports.

- Performs a variety of clerical tasks that are auxiliary to the work of the supervisor and which do not require a technical or professional knowledge of a specialized area.
- Performs clerical duties that require a general knowledge of CWA 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. Most tasks and duties are performed according to specific guidelines; some tasks are performed in accordance with broad, general guidelines. Decisions in complicated or specialized situations are referred to supervisor.

Duties and Responsibilities:

- Performs Accounts Payable functions as required by supervisor. Duties include: assisting supervisor in all phases of 1099 preparation and filing.
- Performs Cope General Ledger setups and postings.
- Prepares Grant activity Accounts Receivable billings.
- Prepares annual accrued vacation report for annual audit.
- Sets up and maintains CWA Accounts Payable and COPE vendor file.
- Responsible for archiving all accounting files.
- Opens and distributes accounting mail in a timely manner.
- May be required to answer telephone, take messages or refer calls to appropriate department.

- Maintains accurate 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, and perform 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
- Working knowledge of Microsoft Windows and Excel
- Ability to learn new software and computer equipment as required by supervisor or as technology changes
- Good communication, listening skills, and attention to detail
- Ability to learn and understand CWA General Ledger chart of accounts
- Ability to understand and follow moderately technical instructions and CWA accounting rules and policies

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.

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Human Resources Director

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Chief Steward, OPEIU Local 2

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Date

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Date