

Job Title: Accounting Clerk II – Accounts Payable – Part Time Vouchers - Grade 7

Reports to Accounting Department Supervisor / Coordinator

Responsible for processing Part Time salary and expense vouchers in a timely and accurate manner; however will be required to assist in other areas depending upon the workflow.

- 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 the organization and it's 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:

- Performs Accounts Payable functions as required by supervisor. Duties include: auditing and coding part time vouchers, auditing receipts, verification of proper approvals in connection with all part time vouchers submitted for payment.
- Verifies that necessary tax forms are on file in the Accounting Department.
- May be required to process checks and direct deposits which includes posting check transactions, selecting transactions for payment, editing accounts payable transactions, printing checks and direct deposit advice forms, balancing check and direct deposit processing reports.
- May be required to answer telephone, take messages or refer calls to appropriate department. Answers inquiries pertaining to vouchers and invoice payments on an as-needed basis.
- 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, perform simple computations.

- May be required to receive and distribute mail.
- Performs other related miscellaneous general office duties as required, some of which may require independent judgment.

Qualifications:

- Typing – minimum speed – 35 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, attention to detail
- Ability to learn and understand CWA General Ledger chart of accounts
- Ability to understand and follow moderately technical instructions concerning CWA accounting rules and policies that pertain to accounts payable functions

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, and 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

