

JOB TITLE: Accounting Clerk

EMPLOYER: Conner Athletic Products Inc. dba Power Lift

DEPARTMENT: Accounting

REPORTS TO: Courtney Wuebke

SUMMARY: is responsible for maintaining financial records, running reports, and recording a wide range of transactions. Their duties include providing administrative assistance to accountants as well as preparing statements that confirm the accuracy of database information.

DUTIES AND RESPONSIBILITIES:

- Provide accounting & clerical support
- Assist with creating & editing financial documents
- Support Month-End Close
- Balance Sheet Reconciliation
- Update bank account activity in accounting systems
- Filing & organization
- Accounts Payable: Enter bills, Vendor correspondence, Vendor account reconciliation, Research & resolve discrepancies
- Accounts Receivable: Receiving & recording payments, Customer correspondence, Customer collections, Research & resolve discrepancies
- Third Party Purchases reconciliation & tracking
- Performs other related duties as assigned by management.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS:

- Associate's Degree (AA) or equivalent from a two-year college or technical school, or six months to one year related experience and/or training, or equivalent combination of education and experience.
- Knowledge of General Accounting
- Knowledge of Excel/spreadsheets

COMPETENCIES:

- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Attention to detail** - Ability to efficiently allocate your cognitive resources to achieve thoroughness and accuracy when accomplishing tasks, no matter how small or large.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Occasionally required to stand.
- Occasionally required to walk.
- Frequently required to sit.
- Continually required to utilize hand and finger dexterity.
- Frequently required to talk or hear.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.