



## JOB DESCRIPTION

**DATE:** May 26, 2026

**JOB TITLE:** Accounting Clerk

**DEPARTMENT:** Finance

**DIRECTOR:** Rod Goodner

### Duties

- Balance various general ledger accounts
- Enter journal entries
- Create fixed assets and maintain associated documents
- Account for prepaid expenses
- Verify and close WIP jobs
- Maintain item costs
- Verify inventory transactions
- Research and analyze various GL accounts for accuracy and trends
- Assist with special projects as needed

### Requirements

- 2 years accounting experience
- Proficient on computer, type 35 wpm, 10-key by touch
- Proficient in Windows, email, spreadsheet, word processing, accounting software, and SQL query software
- Accurate, detail oriented, dependable, trustworthy, proactive and organized
- Neat handwriting
- Effective written and verbal communication skills
- Able to prioritize tasks and work according to these priorities
- Able to manage time available for work in an effective and responsible manner
- Able to embrace and support the company values
- Knowledge of various office machines preferred (copier, fax, postage meter, etc.)

### Essential Job Functions

- Must be able to operate a computer, mouse, calculator, telephone and other office machines
- Must be able to read, write and communicate verbally
- Must be able to file papers
- Must be able to work 40 hours per week approximately 8 – 5 pm, M – F

### Wages/Salary

- Commensurate with qualifications and company salary program