

JOB DESCRIPTION - SHAT-R-SHIELD, INC.

Position Title: Accounting Clerk
Department: Accounting
Reports to: Accounting Manager
Exempt Status: Salaried, Non-Exempt
Date Prepared: Updated 7/28/10

Position Summary:

The primary purpose of this position is to handle accounts payable. This position is also responsible for greeting and directing visitors and for properly billing our customers for shipments made.

Essential Duties and Responsibilities:

- Greets visitors and directs them to appropriate person; logs visitors in visitor's log; maintains visitor confidentiality agreements
- Prepares outgoing mail daily, including preparing Fed Ex deliveries, certified mailings, etc; receives, sorts, opens and date stamps as necessary, and distributes incoming mail daily
- Maintains the employee log sheets
- Distributes and accepts employment applications as directed; provides information regarding openings as necessary
- Maintains postage machine, copier and fax; calls for service as needed
- Files Accounts Payable checks
- Reviews payable invoices for accuracy and matches to the purchase order submitted for authorization of purchase; enters payable invoices in Made2Manage for processing
- Processes computer generated checks weekly for vendor invoices and pre-approved payment requests
- Maintains W-9 file on service vendors; sends requests for W-9 to new service vendors and sales representatives
- Processes and distributes commission payments each month
- Invoices daily shipments of product in a timely and accurate manner
- Maintains a log of estimated freight charges on shipments to customers for verification when freight bills are received
- Performs other duties as necessary that are in support of the department's goals

Qualifications:

- High school diploma or equivalent required; 2 year college degree in related field preferred
- 1+ year previous experience in an accounts payable or invoicing role
- Excellent customer service orientation, including good listening skills and a helpful demeanor
- Computer literacy; experience in a Windows environment, proficiency in Microsoft Office Word and Excel very helpful; knowledge of Made2Manage helpful

- Good mathematical skills; 10-key by touch helpful
- Strong attention to detail
- Good organizational skills and the ability to successfully prioritize and handle multiple tasks simultaneously; ability to meet deadlines
- Proficiency with office machines such as calculator, fax, postage meter, copier, etc.
- Prior experience preparing outgoing mail very helpful
- Excellent attendance record

Supervisory Responsibilities:

This position does not have any supervisory responsibilities.

Equipment / Materials Used:

- Regularly uses a Personal computer/laser printer, postage meter, copier, fax, and calculator.
- Occasionally uses a telephone.

Work Environment: The work environment described here is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position works in an office environment with moderate noise.
- The position is required to wear safety glasses when in the plant and around machinery.

Physical Demands: The physical demands described here 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.

- The employee is regularly required to sit, talk and hear, see, and use hands to grasp or feel.
- On occasion, the employee is required to stand, walk, and to reach with hands and arms, stoop or kneel, and bend or twist.
- On occasion, the employee is required to climb stairs.
- This position has to lift up to 25 pounds on occasion. For example, incoming or outgoing mail, stacks of invoices, may move boxes of copy paper, etc. in maintaining office machines / supply room.
- This position requires close vision and the ability to adjust focus.