



TITLE: Staff Accounting Clerk

FLSA: Non-Exempt

DATE: October 25, 2019

DIVISION: CGRS: Administration

REPORTS TO: Chief Financial Officer

POSITIONS SUMMARY:

Performs a broad range of accounting and administrative duties for the Senior Accountant and CFO. Carries out general duties including accounts payable, assisting in maintaining balance sheet schedules and account and bank reconciliation. Completes payments and controls expenses by receiving, processing, verifying and reconciling invoices. Exercises independent judgment within agreed upon limits. Manages and resolves internal and external customer problems as appropriate. May research and compile information. Prepares correspondence, scans and maintains files.

PRINCIPAL ACCOUNTABILITIES:

- Responsible for reconciling processed work by verifying entries and comparing system reports to balances.
- Charges expenses to accounts and cost centers by analyzing invoices/expense reports; recording entries.
- Pays vendors by monitoring discount opportunities; verifying federal id numbers, scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.
- Maintains accounting ledgers by verifying and posting account transactions.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Maintains historical records by scanning and filing documents.
- Reports sales taxes by calculating requirements or paid invoices
- Compiles credit card receipts to back up statements
- Provides general office support for staff.
- Provides occasional back up for front desk/receptionist
- Provides input into goal setting process for the department
- Maintains confidentiality.
- Work closely with all employees in a team environment
- Other duties as assigned



JOB TITLE: Staff A/P Clerk

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JOB REQUIREMENTS:

Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

EDUCATION: Associates degree in accounting or equivalent combination of training and experience.

EXPERIENCE: Two years of experience in general accounting or related position required.

SKILLS: Must be very organized and willing to work in a team environment. Be able to follow instructions and work independently. Be professional and have good people skills when working with co-workers, clients and other officials. Must have professional telephone skills. Attention to detail required. Must be willing to manage an ever-changing workload; patience and flexibility are important. Knowledge of accounting principles and practices required. Proficiency in relevant accounting software.

SUPERVISORY RESPONSIBILITIES: None

EQUIPMENT USED: Must be able to operate computers demonstrating high proficiency in MS Windows, MS Outlook, Word, and Excel. Database management experience a must. PowerPoint & Adobe at a basic level. Must be proficient in using office machines including fax machine, copier, scanner and telephone. FileMaker knowledge a plus. QuickBooks experience a plus.

TYPICAL PHYSICAL DEMANDS: Must have a valid Colorado Drivers license and required Colorado automobile insurance. Position requires regular vision and normal range of hearing. Employee must be able to lift 10 lbs. Must have manual dexterity sufficient to operate a computer keyboard and calculator. Position involves sitting 75% of the time.

TYPICAL MENTAL DEMANDS: Must be able to speak professionally and in a polite manner. Requires ability to adapt to change quickly with ever changing requests.

WORKING CONDITIONS: Work in a small, casual office setting. Must be willing to carry out company goals and policies.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law."