



Accounting Clerk

Classification

Nonexempt

Salary Range

Grade VI (\$26.00-\$36.06)

Reports to

Controller

Date

May 1, 2024

JOB DESCRIPTION

General Summary/Objective

Under limited supervision the Accounting Clerk will record financial transactions, including purchases, sales, receipts, and payments. Update and maintain financial records. Manage accounts using specialized software. Process Payroll through financial software.

Essential Functions

1. Record numerical and financial data to produce financial reports.
2. Keeps thorough record of business transactions and enters data daily into the company's financial system.
3. Verify transactions are recorded on the correct day and ledgers.
4. Brings the books to the trial balance stage.
5. Perform partial checks of the posting process.
6. Work inside several Software applications for various work functions.
7. Performs special studies and prepares reports, analyses, and related tasks as assigned.
8. Processes accounts receivable and accounts payable.
9. Interact with employees, vendors, and customers; responds to questions, concerns, and data variances.
10. Processes payroll.
11. Aids other departments and other office functions.
12. Provides administrative support assistance for the Controller including: filing, preparation of correspondence, and reports.



Competencies

- Excellent verbal and written communication skills.
- Organization and attention to detail.
- Analytical and problem-solving skills.
- Time management.
- Ethical Conduct.
- Personal Effectiveness/Credibility.
- Ability to work independently.

Supervisory Responsibility

No supervision responsibilities.

Work Environment

While performing the duties of this job, the accounting clerk works in an office setting.

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. While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools, or controls, and to reach with hands and arms. The employee is frequently required to talk and listen.

Position Type/Hours of Work

This is a full-time position of 40 hours per week.

Required Education and Experience

An Associates Degree and 2 years directly related experience or 5 years directly related experience.

Additional Eligibility Qualifications

None required for this position.

EEOC Statement

Hendersonville Utility District is an equal opportunity provider and employer.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signature below constitutes the candidate or employee understands the requirements, essential functions, and duties of the position.

Employee _____ Date _____

