

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Accounting Clerk I

JOB CODE : 050505

DATE PREPARED : April 27, 1993

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent performs simple accounting functions to assist in processing transactions that result in payment for services and materials.

DIMENSIONS

The incumbent reports to a Senior Accountant or Group Leader. The incumbent has no supervisory responsibility.

NATURE AND SCOPE

1. Processes documents such as purchase orders, invoices, statements, and receiving documents;
2. Matches receiving documents and invoices to purchase orders by vendor name and purchase order number;
3. Receives and distributes mail;
4. Files check copies, canceled checks, packing slips, and purchase orders;
5. May perform any of the following: prepare form letters, receive incoming telephone calls and route to appropriate personnel, take and distribute messages;
6. Makes recommendations for improvements in performance of job;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasional standing/walking in office for short distances;
2. Constant sitting throughout work shift in office chair;
3. Occasional lifting/carrying one to ten pounds of paperwork, office supplies; sometimes up to 30-pound boxes of records;
4. Occasional push/pull, up to five to ten pounds of force in opening doors or file drawers;
5. Occasional climbing stairs to reach some areas, depending on assignment;
6. Occasional bending/twisting at waist/knees/neck while filing or retrieving materials from lower shelves;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Accounting Clerk I

7. Frequent to constant use of hands/arms in reaching/handling/grasping/fingering while operating terminal, calculator, copier, or completing paperwork; occasional overhead reaching required;
8. Constant use of sight/speech/hearing abilities in dealing with customers, vendors, and coworkers, operating office equipment, completing paperwork, or reading documents/screen.

Mental

1. Constant mental alertness, attention to detail, and accuracy are required in matching receiving documents and invoices to purchase orders, filing check copies, canceled checks, and purchase orders;
2. Must be able to use independent judgement, organizational, and problem-solving skills to resolve issues and research problems;
3. Must be able to follow oral and written instructions and follow through with assignments;
4. Must possess oral/written communication skills in order to deal with vendors and coworkers in a professional, effective manner;
5. Must be able to follow multiple tasks, often with frequent interruptions;
6. Must be able to read/write/speak English; must possess ability to alphabetize and maintain records in numerical order.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in an office environment.

Tools & Equipment Used: Vax keyboard/terminal, calculator, microfiche, copier, fax machine, typewriter, date received and paid machines, and other general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Minimum of one year of general office experience in bookkeeping or accounting. Ability to use 10-key/calculator. Some knowledge of computers desirable.

OTHER SPECIAL QUALIFICATIONS

None.