

**Job Title:** Payroll and Payables Clerk - Carmi 1309

**Report To:** Controller - Carmi 1309

**Department:** Accounting

**Summary:** To perform administrative functions for the accounting department.

**Essential Duties and Responsibilities:**

1. To process accounts payable or accounts receivable transactions .
2. To process payroll and all aspect of payroll taxes, insurance, and employee withholding.
3. To reconcile accounts as directed.
4. To perform filing, typing, data entry and other administrative functions for the accounting department.
5. Backup administrative and executive administrative assistants as needed.

**Other Responsibilities:** Any other duties required by management or supervision

**Supervisory Responsibilities:** None

**Measurement of competency:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**Qualifications:** The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or experience:** Related 2-year degree or 3 years' experience.

**Language skills:** This job requires the ability to read and interpret documents such as procedure manuals. This job requires the ability to write routine reports and correspondence.

**Mathematical Skills:** This job requires the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. This job requires the ability to apply concepts of basic algebra and geometry .

**Reasoning ability:** This job requires the ability to apply common sense understanding to carry out instructions in written and oral form. This job requires an understanding of the implications of new information for both current and future decision-making. This job requires the use of logic to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

**Computer skills:** This job requires the individual to have general computer knowledge, as well as, advanced knowledge of accounting software, contact management software, Microsoft Access software, Microsoft Excel software, Microsoft Word software, and Microsoft Publisher.

**Certificates, licenses, registrations:** A valid driver's licenses and insurability are strongly preferred.

**Other skills and abilities:** N/A.

**Other qualifications:** N/A

**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.

Authorities for decision making:	N/A
Candidate Requirements / Attributes:	N/A
Dimension of the Position:	N/A
Problem Solving Characteristics:	N/A
Demands for Influencing:	N/A
Summary:	N/A

**Updated 10/24/2018**

**Approved by: Gibbs, Greg**