

Job Title: Accounting Assistant

Reports To: CFO – Carmi 1309

Department: Accounting

Summary: To perform administrative functions for the accounting department.

Essential Duties and Responsibilities:

1. To process accounts payable transactions.
2. To reconcile accounts as directed.
3. To perform filing, typing, data entry and other administrative functions for the accounting department.
4. Backup administrative and executive administrative assistants as needed

Supervisory Responsibilities: None

Other skills and abilities: N/A.

Other qualifications: N/A

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

Other Responsibilities: Any other duties required by management or supervision

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.

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 Sage 100 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.

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.

While performing the duties of this job, the employee is regularly required to sit, talk, walk on concrete, occasionally lift up to 30 pounds, and/or hear. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Work environment: The work environment characteristics described here are 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.

The noise level at work is usually quiet. While in the production facility, minimal exposure to hazards may occur (i.e. fork truck traffic, some exposure to mild chemicals, moderate noise, etc.)

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: Revised Date: 10/13/2025

Approved by: Greg Gibbs