

## Job Description

TEMP to PERM

Position Title: Senior Accounting Clerk

Department: Accounting

Classification:  Exempt  Non-Exempt

Eligible for Telecommuting Consideration:  Yes  No

### Summary/Objective

Under minimal supervision, provides staff assistance on projects and programs pertaining to administrative, organization, operation and budgeting considerations and performs related work as required. Collects statistical and other data. Reviews invoices and statements; analyzes and reconciles computer printouts or other spreadsheets with various reports. Contacts other units, departments to identify discrepancies and takes action to balance accounts. Employee prepares various entries, determining appropriate account classification using chart of accounts; prepares checks for payables. Incumbent is familiar with double-entry bookkeeping and may train lower-level clerks. Requires advanced clerical skills including: keyboarding (60 wpm), 10 key (6000 ksp), filing, copying, scanning, faxing, proofreading, researching, etc., and strong knowledge of various software programs to include: Microsoft Word, Excel, PowerPoint and Outlook. This position requires the ability to work independently, exercising judgment and initiative, resourcefulness, a professional demeanor, and the ability to juggle many tasks at once. Position requires knowledge of administrative practices relating to company procedures. Maintains workflow and quality control in accordance with established procedures and guidelines.

### Essential Functions

- Responsible for the accounts payable function of the Department
- Provides administrative and project assistance to Accounting Management as requested
- Deliver invoices to appropriate supervisors for approval of payment
- Prepares and enters check requests and journal entries into EAS and ID3 systems
- Scan and file invoices and journal entries after processing, along with any reports that have been generated
- Process payments from agents and branches in the Peachtree software
- Monitor and respond, upon approval, to positive pay exceptions
- Research outstanding checks for other departments
- Monitor and maintain vendor tax information within EAS
- Update various Excel spreadsheets monthly
- Check off daily reports in On Demand
- At month end, print out various reports needed by other co-workers
- At year end, box up prior year files and reports for storage
- Prepare accounts payable folders for each new year
- As needed, rotate financial statement binders to floppy binder
- Backup team members in the unit/department

### Competencies

- Accountability
- Coachable
- Communication(Oral & Written)
- Computer Skills-Advanced
- Customer Oriented/Service
- Initiative/Self Directed
- Job Knowledge
- Problem Solving
- Quality Output
- Team Mindset

### Supervisory Responsibility

This position has no direct supervisory responsibilities.

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, calculators, phones, photocopiers, and fax machines.

**Physical Demands**

This is a largely sedentary role, must be able to remain in a stationary position at least 50% of the time. Filing, printing, faxing, scanning and copying is required; this requires the ability to move about the office and position self to access equipment and file cabinets, transport items (files, box of paper, etc.) weighing up to 20 lbs., and ascend/descend step ladder/stool as necessary. The position requires extended hours in front of a computer screen and operation of a computer and other office equipment such as a calculator, and copy machine. This position requires the ability to communicate and exchange accurate information via telephone and in person.

**Hours of Work**

This is a full-time position. Regular office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., Friday, 8:00 a.m. to 3:00 p.m. Evening and weekend work may be required as job duties demand. This position requires face to face and in-person interaction and requires the incumbent to be in the office during regular office hours to access information kept on-site.

**Travel**

No travel is required for this position.

**Required Education and Experience**

- Some College or Insurance Certification or License
- Minimum two years accounting support experience
- LOMA Level 1 Certification (281 & 291), required as part of initial training plan

**Preferred Education and Experience**

- College or University Degree in related area
- Bilingual (English/Spanish)
- Minimum five years related experience and two years experience within the life insurance industry
- Minimum two years of experience with Catholic Life Insurance
- Experience with EAS (Enterprise Accounting System)

**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. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Signatures**

This job description has been approved by all levels of management:

Supervisor/AVP/VP \_\_\_\_\_ Date \_\_\_\_\_

HR \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_