



COUNTRY FRESH MEATS

Job Title:	Accounts Payable/Receivable Clerk	FLSA Status:	Non-Exempt
Department:	Accounting	Reports To:	Accounting/Office Manager

Summary

The Accounting Clerk prepares, maintains, and processes accounting records and financial transactions, including accounts payable, accounts receivable and bank deposits.

Essential Duties and Responsibilities

1. Enters invoices; reviews invoice approvals; and prints accounts payable checks; verify vendor invoices against statements.
2. Enters invoices (orders) and verifies pricing and prepares shipping documents.
3. Receives and posts cash and electronic payments, including front desk cash transactions; sends out customer statements.
4. Assists with other accounting projects and reports.
5. Answers general phone calls that default to "operator" via auto attendant.
6. Takes lunch orders.
7. Performs other duties as requested.

Knowledge and Skill

- High school diploma or GED and some specialized training
- Three years of general accounting experience
- Associate degree in Accounting
- Proficiency with Excel and Word
- Basic accounting skills
- Demonstrated attention to detail

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 frequently required to sit; talk or hear; and use hands to handle, or touch objects or controls. The employee is regularly required to stand and walk. On occasion the incumbent may be required to stoop, bend or reach above the shoulders. The employee must occasionally lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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.

This position is in a general office environment.