

Job Description

Job Title: Accounting Associate I	Reports To: Plant Controller
FLSA Classification: Hourly/Non-Exempt	Date Created/Updated: 7.28.23

Job Summary

This position reports to the Plant Controller and is responsible for general accounting support, including but not limited to clerical, bookkeeping and accounting tasks, accounts payable, accounts receivable and preparing, filing and maintaining accounting documents.

Core Responsibilities

- Matches invoices to purchase orders/vouchers, data entry of vouchers and resolution of discrepancies.
- Ensures proper coding of expenses.
- Files documentation.
- Provides general accounting support.
- Prepares daily invoices from Sales.
- Posts invoices to the GL.
- Sends invoices to customers.
- Applies cash receipts to customer accounts.
- Assists in resolving discrepancies.
- Participates in month-end close activities, including preparation of journal entries and reconciliation of accounts.
- Maintains confidentiality.
- Complies with safety regulations.
- Performs other duties as assigned.

Education and Experience

- Associates degree in accounting or related field.
- Proven accounting experience preferable as an AP/AR clerk in manufacturing.
- Comprehensive knowledge of accounts payable.
- Solid understanding of accounting principles.
- Proficient in Microsoft Office Suite (Word and Excel).
- Knowledge of ERP systems.

Competencies

- Analyze information and provide resolution as needed
- Demonstrates strong attention to detail, data entry and math skills.
- Team player.
- Time management, planning and multi-tasking.
- Solid communication skills, both verbal and written.

Physical, Cognitive and Work Environment Requirements

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Physical Cognitive Demands/Required	None	Less than 1/3 (Occasionally)	1/3 to 2/3 (Frequently)	More than 2/3 (Regularly)
Stand		x		
Walk		x		
Sit				x
Critical Thinking				x
Reading and Comprehension				x
Concentrate Manual Dexterity				x
Repetitive Finger Motion		x		
<i>Lifting/Pushing/Exerting Force</i>				
Up to 10 pounds		x		
More than 50 pounds	x			
Reach and/or Stretch/Push and/or Pull	x			
Climb and/or Balance	x			
Creep and/or Crawl and/or Crouch	x			
Speak				x
Hear (alarms, team meeting instructions, etc.)				x
Smell	x			
<i>Seeing (with correction)</i>				
Close vision				x
Distance vision			x	
Color discrimination		x		
Peripheral vision		x		
Depth perception		x		
Focusing ability				x
Driving (<i>must maintain valid driver's license</i>)		x		
Travel (domestic/international)	x			
Work Environment	None	Less than 1/3 (Occasionally)	1/3 to 2/3 (Frequently)	More than 2/3 (Regularly)
Outdoor Weather Conditions	x			
Wet or Humid Conditions (non-weather)	x			
Extreme Cold and/or Heat (non-weather)	x			
Fumes or Airborne Particles	x			
Toxic or Caustic Chemicals	x			
Risk of Fire or Explosion	x			
Risk of Electric Shock	x			
Risk of Radiation	x			
Prolonged Exposure to Vibration	x			
Loud Noise Level	x			
Social/Psychological Conditions				
Varying degrees of Pressure		x		
Varying degrees of Tension		x		
Consistently Stressful	x			

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

Employee Signature

Date _____

Human Resources Representative

Date _____