BioWorks

JOB DESCRIPTION

Title: Accounting Clerk

Date Last Modified: JUNE 2020

Department:	G&A	**Classification**	Non-exempt
Supervisor:	CFO	**Grade:**	E
Status:	Full Time	**EEO Group:**	2

Position Objective:
Performs a variety of detailed accounting duties in accordance to standard accounting procedures, concepts and practices. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment.

Essential Functions and Responsibilities:

- Actively participates in promoting, supporting and enhancing our Core Purpose, Core Values and Company Culture
- Maintain a positive work atmosphere by acting and communicating in a manner that promotes cooperation with customers, collaborators, vendors, co-workers and management.
- Fully embraces Great Game of Business ("GGOB"), Scaling Up and all strategies and activities related to financial transparency and information sharing, including timely updates to revenue (if applicable), expenses, and cash goals
- Handles special projects upon request
- Other duties as assigned

Accounting:

- Receive and review vendor bills and process with purchase order and receiving documentation
- Enter vendor bills into company accounting system daily
- Investigate discrepancies in vendor billing
- Prepare checks for mailing
- Maximize efficiencies within the accounting system for vendor bills and payments
- Review employee expense reports for accounting accuracy
- Assist with month end close duties
- Process weekly and biweekly payroll
- Assist in annual audit preparation
- Ensure monthly account statements are sent to customers
- Perform weekly collections communications with customers
- Post customer payments and process bank deposit
- Maintain vendor certificates of insurance
- Perform all other duties as assigned; required by manager

Essential Qualifications - Education, Experience, Skills: (in order of importance)

- Associates Degree in Accounting or Business
- Minimum 1-3 years of experience
- Willingness to try something new
- Continuous improvement mindset
- Extreme comfort in working in different computer systems
- Advanced Excel skills
- Willingness to train others within the Organization
- Familiarity with basic bookkeeping procedures
- Ability to prioritize, organize and be accurate is a must
- Ability to keep a clean, secure, and organized work area is a must
- Good verbal and written communication skills
- Ability to work well with people at all levels
- Ability to handle sensitive and confidential situations in a professional manner

Essential Values: (for all team members; all of equal importance)
Our Team, One Company
We Have the Right Conversations
We Honor Our Commitments
Our Customers' Success is Our Success

Physical Demands:

- Computer keying repetitive motion
- Possible eye strain
- Minimal travel required

PHYSICAL ACTIVITY CHART – Accounting Clerk

ACTIVITY	OCCASIONALLY REQUIRED	FREQUENTLY REQUIRED	List JOB RESPONSIBILITIES that require physical demands checked
Standing	X		Copying, faxing.
Walking	X		In office resolving vendor and accounting issues
Sitting		X	All duties
Lifting			
Carrying	X		Office supplies
Pushing			
Pulling			
Climbing			
Balancing			
Stooping			
Kneeling			
Crouching			
Crawling			
Reaching			
Handling			
Feeling			
Speaking		X	Interaction with employees, vendors
Hearing		X	Speaking with employees, vendors
Seeing		X	Computer work, forms, reports
Depth Perception			
Color Vision			
Repetitive Motion		X	Keying and clicking mouse for computer