

## Accounting Clerk - Accounts Payable

**Reports to:** Accounting Manager

**Department:**

Accounting

**Division:** Everts Air Cargo

**Station:**

FAI

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### Job Summary:

Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals, ledgers, or computers. Make decisions regarding vendor accounts and/or coordinate with the Accounting Manager to reach appropriate decision for vendors.

### Essential Functions:

1. Reconcile or note and report discrepancies found in records.
2. Code and post documents according to company procedures.
3. Match order forms and packing slips with invoices and record the necessary information.
4. Access computerized financial information to answer general questions as well as those related to specific accounts.
5. Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.
6. Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
7. Monitor status of loans and accounts to ensure that payments are up to date.
8. Compile financial reports and tables pertaining to such matters as expenditures and accounts payable.
9. Calculate and prepare checks for utilities, taxes, and other payments.
10. Comply with federal, state, and company policies, procedures, and regulations.
11. Perform financial calculations such as amounts due, interest charges, balances, discounts, equity, and principal.
12. Perform general office duties such as filing, answering telephones, and handling routine correspondence.
13. Research and prepare Forms 1099 for end of year processing.
14. Compile copies of all invoices coded to asset accounts for Controller, Accounting Manager and Accountants.

### Additional Responsibilities:

#### Safety

1. Comply with all safety aspects, specific practices and procedures of the work scope and position(s).
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Contribute to the Safety Culture of the Company and report any Safety Hazards.
4. Required to learn and understand Dangerous Goods Transportation requirements.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those, that you are unable to personally correct, to a supervisor.

#### Security

1. Comply with all security practices, policies and procedures as trained.
2. Maintain employee vigilance and report all security concerns.

#### Administrative

1. Build an organizational culture in which passion for continuous improvement is innate.
2. Ensure adherence to procedures that promote the health and welfare of all employees.

**Physical Abilities:**

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

1. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.
2. Sufficient physical ability, strength, mobility and stamina to lift, carry, push or pull objects which may frequently exceed 70 pounds in a series of functional tests which clearly simulates the work environment.
3. Physical ability to sit for extended periods of time.
4. Requires the ability to be sedentary for extended periods of time.
5. Shall perceive the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**Qualifications:**

1. Requires the knowledge of arithmetic, algebra, and mathematic applications as they pertain to accounting.
2. Ability to maintain confidentiality in all aspects of supervisory and financial functions.
3. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology.
4. Ability to maintain confidentiality in all aspects of financial functions.

*This job description in no way states or implies that these are the only duties to be performed by this employee. He or She will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.*

Everts Air Cargo is an Equal Employment Opportunity Commission compliant (EEOC) employer.

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

Employee Printed Name \_\_\_\_\_