



POSITION: Accounting Clerk

DEPARTMENT: Accounting

REPORTS TO: Accounting Manager

LOCATION: Salinas, CA

JOB DESCRIPTION

The Accounting Clerk will be responsible for processing incoming invoices for accuracy, verifying and reconciling payments, performing clerical duties in support to the Accounting Manager; and assisting with general accounting projects as needed.

KEY RESPONSIBILITIES

- Process a high volume of vendor invoices within the accounts payable system for multiple companies, ensuring timely and accurate payments.
- Communicate with vendors to resolve discrepancies.
- Research invoice/vendor questions/discrepancies and resolve in a timely and professional manner.
- Request approvals from appropriate parties prior to payment.
- Verify vendor accounts by reconciling monthly statements and related transactions.
- Ensure credits are taken on accounts and outstanding credit refunds are received.
- Code invoices to the proper cost center and G/L account and enter into accounting system.
- Process intercompany transactions ensuring accuracy and payment.
- Perform job responsibilities in a timely manner in order to meet scheduled deadlines.
- Provide supporting documentation for audits.
- Ensure all adjustments are properly recorded prior to paying vendor.
- Other functions/duties as assigned by accounting personnel/management.

EDUCATION AND/OR EXPERIENCE:

- High School Diploma or General Education Diploma (GED)
- Two years of recent A/P experience
- Ag industry experience a huge plus
- Equivalent combination of education and experience

ESSENTIAL ABILITIES

- Ability to apply knowledge of general accounting principles.



- Ability to work in a fast-paced environment, excellent time management skills, self-motivated, attention to detail and accuracy, ability to multitask, great organizational skills.
- Ability to take initiative to develop new procedures to make A/P work processes more efficient.
- Ability to work onsite and meet position's attendance schedule, as required by the job.
- Ability to work well under stress and deadlines.
- Ability to remain calm and professional with vendors at all times.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for prolonged periods of time.
- Light to moderate lifting (up to 40 Pounds).
- Operating a computer, calculator, copier and typewriter that involves repetitive hand movement.

WORK ENVIRONMENT:

- Must be able to handle multiple tasks and work in a fast-paced environment with frequent interruptions.
- Must be able to work well under stress and communicate effectively with management and staff.
- Must be able to deal politely with outside vendors.
- Must be able to work well in a moderately noisy work environment.

The above statements are intended to describe the general nature and level of work being performed by employees in this position. This is not intended to be a specific list of all responsibilities.

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