

POSITION DESCRIPTION

Position Title: **STAFF ACCOUNTANT - AP**

Category: Full time, regular, full benefits

Payroll Classification: Hourly, Non-exempt

Organizational Unit: Administration

Location: Cordova Administrative Office

Customary Work Hours: 8:00 – 5:00, Monday - Friday

Supervisor's Title: Senior Accountant/Controller

Effective Date:

Approved By: _____ Date: _____

Basic Function: Under the direction of the Senior Accountant/Controller, the duties are to process and maintain all records for accounts payable and payroll functions of the corporation, process and/or respond to requests for financial information.

Primary Responsibilities: The primary responsibility is to assist the Senior Accountant/Controller in meeting the needs of the organization in the accounting area by processing corporate accounts payable and assist in processing periodic payroll.

Description of duties and tasks:

1. Accounts Payable duties include but are not limited to:
 - Pay bills within prescribed policies and procedures.
 - Review, code and process A/P check requests.
 - Process periodic check runs.
 - Data entry for all approved A/P, A/R and Journal Entries.
 - Maintains and updates all vendor accounts.
 - Verbal and written communication with vendors, co-workers and others.
 - Process incoming checks, prepare bank deposits and deliver deposits to the bank.
 - Monthly review of petty cash and sale items receipts.
 - Replenish petty cash as needed.
 - Assist in preparation for annual audits.
 - Assist accounting department personnel with questions regarding A/P related fund balances and tracking of expenditures, and prepare journal entries as needed

- Complete and submit quarterly sales tax report and year-end 1099s.
 - Filing, photocopying.
2. Payroll duties (as needed)
- Process corporate payroll, including electronic payroll and tax reporting.
 - Maintain employee records and related payroll forms.
 - Maintain payroll records; process periodic reports and closing of payroll quarter.
 - Prepare payroll batches for release to general ledger.
 - Prepare recurring payroll-related accounts payable.
 - Process payroll-related journal entries and correcting journal entries, as necessary.
 - Data entry for payroll-related functions.
 - Compilation of weekly hours in preparation for payroll.
 - Prepare payroll quarterlies: 941, ESC and Multiple Worksite reports.
 - Prepare workers' compensation monthly reports.
 - Process year-end W-2 and W-3 forms.
 - Assist in preparation for annual audits.
 - Process requests for information re: unemployment claims, wage verification, etc.
 - Prepare employees' A/P checks for direct deposits.
 - Assist accounting department personnel with questions regarding payroll related fund balances and tracking of expenditures, and prepare journal entries as needed.
3. Other Duties in Coordination with the Senior Accountant/Controller:
- Review Payroll.
 - Prepare monthly bank account reconciliations.
 - Maintain inventory count of promotional item sales.
 - Accounting Department point of contact for Hatchery/Cordova Managers.
 - Other administrative support as requested.

Knowledge, Skills, and Abilities:

- Strong computer skills and software familiarity in Microsoft Word and Excel.
- Ability to use automated accounting software.
- Ability to be thorough with a high attention to detail.
- Ability to work with a high degree of accuracy.
- Ability to understand and carry out policies and procedures.
- Ability to multi-task when carrying out daily duties is essential.

- Ability to work independently and complete tasks in a non-disruptive manner.
- Excellent written and verbal communication skills, including: ability to communicate professionally with people throughout the organization and external contacts.

Essential Functions: Work in office environment; ability to move about freely; ability to lift and carry 30 pounds, traverse stairs without assistance, freely use telephones and computers unimpaired. Must be able to read, write and speak clearly in the English language. Must be able to hear and see to understand and carry out verbal and written instructions; speak clearly and understand direction in person and on the telephone; ability to operate 10-key adding machine, type and use computer software. Must be able to drive a company vehicle.

Minimum qualifications:

- a. High school graduation or equivalent.
- b. Two years of accounting work experience.

Substitutions:

- Associate's degree in business administration or management may substitute for a maximum of one year of accounting work experience.
 - Bachelor's degree in business administration may substitute for a maximum of two years of accounting work experience.
- c. Must have a current driver's license and pass a pre-employment drug test.

Positions Supervised: None.