



JOB DESCRIPTION

Job Title: Accounting Assistant – Cash Disbursements
Department: Accounting and Finance
Reports To: Controller

FLSA Status: Non-exempt
Represented by the Association: Yes

Job Summary: This positions primary responsibility is to process the daily cash disbursement transactions in the financial software as well as other responsibilities as assigned. This position will also provide backup to cash receipt transaction processing as needed.

Essential Job Duties and Responsibilities:

- Prepare daily mail for scanning.
- Daily cash disbursement activity to include invoice entry, purchase order & receipt matching, manual check, credit card transaction entry, and ACH vendor payment processing.
- Process Credit Balance Refunds.
- Maintain recurring voucher coding.
- Load, route, and process invoice approvals in the financial software system.
- Manage customer W9 requests.

Additional Job Duties and Responsibilities:

- Perform other duties and responsibilities as required to fulfill job function or as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of:
 - company policies, procedures, products and services.
 - general office practices and procedures.
 - how financial information flows through the general ledger
 - computer based programs (accounting software, Microsoft office products)
 - time management and organizational skills.
- Skill to:
 - read accounting principles and apply them to financial transactions.
 - utilize functionality provided in a computerized accounting system.
 - utilize Microsoft programs to create reconciliations and analysis.
 - evaluate financial transactions and provide analysis for financial decisions.
- Ability to:
 - work independently.
 - be a team player within the department and organization.
 - think analytically and be a problem solver.
 - communicate effectively, both in writing and in speaking, with customers, co-workers, and various business contacts in a courteous and professional manner.
 - work completely and accurately under time constraints and deadlines.
 - work in a fast pace environment and prioritize multiple work assignments.
 - provide excellent customer service.
 - work in a safe and effective manner.

Education and Experience:

Any combination equivalent to the following education and experience that would provide the required knowledge, skills and abilities would qualify. A typical way to obtain the knowledge, skills and abilities would be:

Associates degree in Accounting; 1 - 2 years of related work experience.

Physical and Other Requirements:

This position may require 8 to 10 hour days, flexible hours and some weekends.

Physical Requirements	0-24%	25-49%	50- 74%	75-100%
Seeing: Must be able to read reports and use computer. Must be able to read and interpret test equipment.				X
Hearing: Must be able to hear well enough to communicate with employees and business contacts.				X
Standing/Walking:	X			
Climbing/Stooping/Kneeling:	X			
Lifting/Pushing/Pulling:	X			
Fingering/Grasping/Feeling:				X

Working Conditions:

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

Good working conditions with the absence of disagreeable conditions.

Additional Information:

This job description is not intended to be all-inclusive, and employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required. Blackfoot reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Employee Acknowledgement

Date

Revised Date: February 1, 2017