

## Job Description

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Position Title: Accounting Clerk

Starting Pay Rate: \$14.00 per hour

Reports to: Brenda DiCarlo

FLSA Status: Non-Exempt

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General Summary: Records financial transactions in client's accounting system

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### Essential Job Functions:

1. Records commission detail from insurance company paper statements and electronic source documents to client's accounting system
  2. Reconciles cash receipts of commission with policy level detail entered to client's accounting system, meeting monthly deadlines
  3. Records electronic deposits of commission funds into client's bank accounts
  4. Records check/cash deposits of commission and premium funds into client's bank account
  5. Files various financial documents electronically in the client's management system
  6. Performs other duties as needed
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### Knowledge, Skills, and Abilities:

- Skilled in operating a Windows-based personal computer with multiple monitors
  - Skilled in Microsoft Excel
  - Ability to pay close attention to detail and to ensure accuracy of data entry
  - Ability to reconcile numerical data from source document to data entered in client database
  - Ability to operate a ten-key calculator
  - Ability to work in a small team environment and provide back-up assistance to other team members as requested
  - Ability to organize multiple work assignments and establish priorities
  - Ability to read, write, and speak the English language fluently
  - Ability to add, subtract, multiply, and divide numbers
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Education and Experience: High School Diploma, plus 3-5 years general office experience

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Physical Requirements: Percentage of Work Time Spent on Activity

	0%-24%	25%-49%	50%-74%	75%-100%
<i>Seeing:</i> Must be able to read computer screen and various reports				X
<i>Hearing:</i> Must be able to hear well enough to communicate with employees and others				X
<i>Sitting:</i> Must be able to sit and work on a computer for the work shift				X
<i>Fingering/grasping/feeling:</i> Must be able to write, type, use telephone and calculator				X

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Working Conditions: All tasks are performed in a heated, air-conditioned office on the 2<sup>nd</sup> floor of an office building in Harwinton CT. Access to the office is up a flight of stairs, with no elevator. The workstation is situated in close proximity to other employees.

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Note: The statements herein are intended to describe the general nature and level of work performed by employees, but is not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.