

<b>Title: Accounting Clerk</b>	
<b>Labor Grade:</b>	<b>Department: Accounting Department - Maryland</b>
<b>Reports to: Financial Controller - Maryland</b>	<b>Rev Date: 06/02/2021</b>

**Summary:** An immediate opening is available for a Full-Time Entry Level accounting clerk at our Ellicott City, Maryland facility. We are seeking individuals with excellent communication and organizational skills to join our accounting department.

**Essential Duties and Responsibilities** include the following:

- Responsible for performing a range of accounting and clerical tasks related to the accounts payable function. This generally includes receiving, processing, and verifying invoices; investigating and resolving discrepancies; and processing checks and electronic payments
- Set up new vendors and ensure that all necessary documentation is collected and attached in SAP
- Maintain proper storage of invoices, checks, and other documents by organizing, logging, scanning, and filing them
- Improve workflow efficiency, continue efforts to transition vendors to electronic exchange of invoices and payments
- Assist with the preparation of audit schedules and related supporting documentation
- Perform general office duties, assist with projects and performs other duties as needed

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Education and/or Experience:**

AA or BS/BA degree

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

- Oral Communication – Excellent command of the spoken English language; Listens and gets clarification to ensure understanding; responds well to questions.
- Written Communication - Excellent command of the written English language; Writes clearly and informatively; Varies writing style to meet needs; comprehends and applies proper email etiquette; presents numerical data effectively; able to read and interpret complex written information

- Computer Skills - Proficiency in Microsoft Office: Word, Excel, Outlook. Ability to learn, and use once-trained, company-ERP system (SAP Business One) as well as other online equipment: electronic scale, printers, document scanner, copy and fax machine.
- Problem Solving – identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations.
- Technical Skills – strives to continuously build knowledge and skills; shares expertise with others.
- Teamwork – Comfortable working and contributing in a team environment. Balances team and individual responsibilities; gives and welcomes feedback; Puts success of team above own interests.

**Qualifications / Requirements:**

- Availability to work onsite during normal business hours (8:00 am – 4:30 pm EST, Monday-Friday).
- Must be a detail-oriented and organized, able to prioritize tasks and able to work under pressure with multiple deadlines.
- Must also demonstrate analytical and organizational skills with superior attention to detail and an ability to set priorities.