



Job Description Form

Division/Department:	Accounting/Finance/Human Resources
Location:	Boalsburg, PA
Job Title:	Accounting Clerk
Reports to:	Office Manager

Level/Grade	Type of position:	Hours 40 / week
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt Mon – Fri 8:30 a.m. – 5:30 p.m. workday Overtime may be required based upon financial reporting or other special project requirements.

General Description

Job Specifications:

1. Must be able to be bonded (Credit Report may be required for this process.)
2. Competency in Microsoft Office Applications – Office 2003 or higher.
3. Familiarity with accounting software.
4. Excellent verbal and written communication skills.
5. Great attention to detail, and ability to review work for accuracy.
6. Maintain confidentiality requirements.
7. Self-motivated.
8. Independent worker.
9. Must be able to multi-task in a fast pace environment.
10. Strong interpersonal skills.
11. Efficient planning, organization, and time management skills.
12. Reliable.
13. High stress tolerance.
14. Encourage positive work environment.

Key Tasks:

1. Assist in a variety of duties associated with Accounts Receivable, Accounts Payable, Inventory, and Payroll processes.
2. Assist in General Ledger Reconciliations.
3. Assist in preparation of month and year-end financial reporting requirements.
4. Assist in documentation of accounting procedures and internal control structure.
5. Assist in purchasing of non-manufacturing related items.
6. Assist in Human Resources and employee benefits documentation requirements.
7. Complete special projects and miscellaneous assignments as required.
8. Assist in general office duties, including answering the telephone, meet and greet visitors, meeting preparation tasks, and other duties as needed.

Work Experience Requirements

- Minimum of 3 years of related work experience.
- Must display computer competence.

GENERAL REQUIREMENTS

- Ensure tasks undertaken are consistent with safe working practices and adhere to the requirements of the Locus Microwave/Codan OHS&W System.
- Contribute to a collaborative team and work environment to achieve high performance, ongoing learning and improvement.
- Ensure business processes and tasks undertaken are consistent with the company's systems and procedures.
- Must be a US citizen or lawful permanent resident as defined by ITAR regulations.

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Education Requirements

- Associate degree or higher in related field.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.