

Biodiesel Consolidated Job Description

Name:		Department:	Finance
Title:	Accounting Clerk- Biodiesel	FLSA:	Non-Exempt
Date:	July 2007	Reports To:	Controller

PURPOSE OF POSITION

Computes, classifies, records, and verifies numerical data for use in maintaining accounting records by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Compiles and sorts documents, such as invoices and checks, substantiating business transactions.

Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts to ledgers or computer spreadsheets and databases.

Audits invoices against purchase orders, researches discrepancies, and approves for payment.

Investigates problems that vendors or purchasing agents have with obtaining payment for bills.

Computes and records charges, refunds, cost of lost or damaged goods, freight charges, rentals, and similar items.

Prepares vouchers, invoices, checks, account statements, reports, and other records, and reviews for accuracy.

Reconciles general ledger accounts with various registers.

Extracts general ledger information.

Compiles cost reports and revenue and balance sheets.

Reconciles bank statements.

Monitors loans and accounts payable and receivable to ensure that payments are up to date.

Reconciles report discrepancies and problems.

Codes data for input to financial data processing system according to company procedures.

Reviews, balances, and interprets computer reports, and makes corrections.

Assists employees, vendors, clients, or customers by answering questions related to accounts, procedures, and services.

Prepares coffee and refreshments as directed

Arrives at work and scheduled appointments on time and ensures that work responsibilities are covered when absent.

Works safely at all times and participates in safety training

Other duties as assigned

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

COMPETENCIES

Analytical - Collects and researches data; Uses intuition and experience to complement data.

Problem Solving - Gathers and analyzes information skillfully; Works well in group problem solving situations.

Technical Skills - Strives to continuously build knowledge and skills; Shares expertise with others.

Oral Communication - Listens and gets clarification; Responds well to questions.

Written Communication - Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Contributes to building a positive team spirit; Puts success of team above own interests.

Quality - Demonstrates accuracy and thoroughness.

Quantity - Meets productivity standards; Completes work in timely manner.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions.

Initiative - Asks for and offers help when needed

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School diploma or G.E.D., plus

Associate's degree (A.A.) or equivalent from two-year college or technical school; and/or two to four years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE ABILITY

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

COGNITIVE DEMANDS

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMPUTER SKILLS

To perform this job successfully, an individual should have functional knowledge Microsoft Office and intermediate to advanced knowledge of Microsoft Excel or Lotus 1-2-3 Spreadsheet software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms and climb or balance. The employee must occasionally lift and/or move up to 28 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

ENVIRONMENTAL ADAPTABILITY

The noise level in the work environment is usually moderate. This position may occasionally require that an employee wear personal protective equipment such as a helmet, safety glasses, safety shoes, gloves or a respirator.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, Biodiesel Consolidated reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by Biodiesel Consolidated I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and Biodiesel Consolidated has a similar right.

Employee's Signature

Date

Supervisor

Date

Biodiesel Consolidated is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Biodiesel Consolidated will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with Biodiesel Consolidated.