



Job Description

Position Title:	Department:	Reports To:
Accounting Clerk	Accounting	Accounting Supervisor
Employment Status:	FLSA Status:	Effective Date:
Full-time	Non-Exempt	

Job Summary:

Perform clerical, bookkeeping, and accounting functions and assist with the preparation of accounting statements and financial reports.

Duties and Responsibilities:

- Review and close all work orders as completed to plant ledgers from construction work in progress.
- Post material requisitions and other source data to work orders.
- Prepare and process purchase orders.
- Assist employees, vendors, clients, and/or customers by answering questions related to accounts, procedures, and services.
- Review, balance, and interpret computer reports and make corrections if needed.
- Evaluate large purchases in accordance with LUS' approved policies.
- Evaluate, prepare, and submit delinquent customer accounts for the collection process.
- Review and analyze inactive customer account credit balances and refund accordingly.
- Code data for input to financial data processing system according to company procedures.
- Reconcile report discrepancies and problems.

- Compile, sort, and verify accuracy of data and enter data into computer.
- Ensure all documents are scanned and filed correctly.
- Enter receipts of materials received.
- Receive and maintain all Certificates of Liability Insurance forms.
- Enter and review all entries to aid in construction clearing.
- Maintain identification program for fixed assets by assigning ownership and related expenses to proper system.
- Assist the Accounts Payable Clerk when needed and serve as backup in their absence.
- Assist the Warehouse Clerk when needed and serve as backup in their absence.
- Assist in conducting an annual physical inventory of materials and supplies.
- Work with external auditors and regulatory analyst.
- Complete other duties as assigned.

Required Skills and/or Abilities:

- Acknowledge and adhere to all of LUS' policies and procedures.
- Perform duties safely without endangering self, others, and the public.
- Ability to read, write, understand, and follow instructions and job-related materials.
- Ability to use mathematical skills to be able to work with financial data.
- Ability to work on different projects and adjust to changing situations.
- Take responsibility for your own actions and treat others with respect.
- Attend work regularly and on time.
- Ability to work inside.

Physical Requirements:

- Ability to occasionally lift and/or move up to 25 pounds.
- Ability to use eyes, hands, and fingers to operate computer keyboard accurately.

- Ability to sit and/or stand for 2 hours at a time.
- Ability to talk, see, hear, reach, handle, and feel.

Education, Experience, and Qualifications:

- High School Diploma or equivalent required.
- Associate degree in Accounting, Finance, or Business Administration preferred.
- Minimum of three years of previous work experience in accounting, finance, or related field required. Utility experience preferred.
- Proficiency in Microsoft Office Suite (Word, Outlook, and Excel) required.