

Hutchinson Clinic
Structured Compensation - Job Description
Accounting Clerk II

Prepared on: 12/4/2007

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Department:	Accounting Department	Grade:	5
Reports To:	Finance Director	Classification:	Non-Exempt
Supervises:	Direct: 0 Indirect: 0	Effective Date:	5/21/1999
Approved By:	Compensation Committee	Revised Date:	1/20/2006

Role:

Assist in varied accounting duties for numerous companies, including, among other, accounts payable, daily deposits, budget and general ledger.

Major Duties and Responsibilities:

(E) Essential or
(N) Nonessential

50%	Accounts payable, reconciliation of vendor statements and other A/P duties.	E
30%	Complete bookkeeping duties for multiple companies, through trial balance, journal entries, and assisting in preparation for annual 1099 forms.	E
10%	Daily deposit reconciliation and petty cash.	E
10%	Special projects and related work as required.	N

Expectations:

1. Be as accurate as possible in all accounting duties.
2. Help out with department workload when needed.
3. Hold financial matters of the company in the strictest confidence.
4. Be courteous and professional in dealings with physicians and Clinic staff.

Knowledge and Skills:

Experience:	Up to six months of similar or related experience.
Education:	Equivalent to a high school education.
Interpersonal Skills:	Courtesy, tact, and diplomacy are essential elements of the job. Work involves personal contact with others inside and/or outside the organization, generally regarding routine matters for purposes of giving or obtaining information which may require some discussion.
Other Skills:	Requires sitting for long periods of time and working in an office environment; some bending and stretching is required; will be required to lift and carry boxes of forms ranging in weight from 10-20 lbs. Use of telephone is required; manual dexterity required for use of calculator and computer keyboard.

This Job Description is not a complete statement of all duties and responsibilities comprising this position.

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