

# Job Description

Title: Accounting Clerk

Cost Ctr: 904-000

Work Location: Addison, TX

Position Status:  Full-time  Part-time

Division & Department: Corporate Services – Finance & Accounting

Position Reports to: Corporate Controller

## COMPANY VALUES

All Authentix employees are expected to embrace our Company values in the performance of their respective tasks and duties.

Always with *integrity*.....Authentixians value:

- Teaming and collaboration
- Advancing science and technology - for a better world
- Dedicating ourselves to our clients' success
- Competing and winning in the marketplace

## JOB SUMMARY

The Accounting Clerk will provide accounting and clerical support to the Accounting Department. The Accounting Clerk will report directly to the Corporate Controller and will be mainly responsible for coding AP invoices, travel and expense report-related transactions, bank transactions and other accounting transactions as needed by the team. The Accounting Clerk must be a detail-oriented, self-starter with a strong work ethic, bring a positive and outgoing personality to the role, and be a reliable and collaborative team member.

## SUMMARY OF ESSENTIAL JOB FUNCTIONS

The essential functions listed below are representative of the functions that must be performed in order to satisfactorily fulfill the purpose of this job. Additional functions and duties may be assumed or assigned from time to time.

- Assists Accounts Payable with invoice coding, data entry and filing of supports
- Support the Accounts Payable Supervisor in processing payments
- Record daily bank transactions
- Assist with Concur (travel and expense) data entry
- Provide support in monthly close activities, as necessary
- Maintain files/ supports as required
- Perform such other accounting, financial, or administrative tasks as may be required from time-to-time by Accounting Department.

# Job Description

## KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required to satisfactorily perform the essential functions of this job.

- High school degree. Associate's degree or relevant certification is a plus
- Proven accounting experience, preferably as an Accounts Payable Clerk
- Familiarity with bookkeeping and basic accounting principles
- Hands on experience with spreadsheets, reports and accounting software
- Able to work with accuracy and attention to detail
- Motivated, coachable, reliable and outgoing with a strong work ethic
- Ability to work independently and as a member of a team
- Well organized, especially in filing and documentation
- Proficient in Microsoft Excel
- Computer and 10-key proficient

## WORK REQUIREMENTS

The work environment characteristics are representative of those an employee encounters while performing the described job. Authentix is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA), the ADA Amendments of 2008 and all applicable state and local laws concerning disability accommodation. Reasonable accommodations will be provided to individuals with known physical or mental disabilities if such accommodation would not impose an undue hardship on the company, and would enable the individual to apply for, or perform, the essential functions of the position in question.

Environment: Work is performed primarily in a standard office environment. Employees may work under the stress of regular interdepartmental interaction and pressure to meet multiple deadlines.

Physical: Essential functions require sufficient physical ability and mobility to work in an office setting. While performing the duties of this job, the employee is frequently required to stand and/or sit for prolonged periods of time; must be able to hear and verbally communicate in order to exchange information in person or over the phone; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push and/or pull up to 25 pounds of weight; to operate office equipment requiring repetitive hand movement; to occasionally travel to other locations using various modes of private or commercial transportation.

## NOTIFICATION

This Job Description is intended to describe the general nature and level of work being performed by people assigned to this job and is not considered an exhaustive list of all responsibilities, duties and required skills. This Job Description does not constitute an offer of employment. The employment relationship between the Company and its employees is "At-Will" and based on mutual consent. Authentix, Inc. is an Equal Opportunity Employer.

# Job Description

<i>Human Resources use only</i>	
Job Title	Accounting Clerk
Management (Yes / No)	No
Status (Exempt / Non-Exempt)	Non-Exempt
Date Revised	
HR Approval Signature / Date	
Executive Approval Signature / Date	