

**AMERICAN NATIONAL CORPORATION  
JOB DESCRIPTION**

**JOB TITLE:** Accounting Clerk – Accounts Payable (123)

**DEPARTMENT:** Finance

**GRADE LEVEL:** E

**EEO TITLE:** 5 Administrative Support Workers

**CLASS:** Non Exempt

**JOB GROUP:** Adm Clk

**DOO:** 5/06      **DOR:** 6/08

**JOB SUMMARY:**

Responsible for paying bills and employee reimbursements and assisting with the functions of the finance department. Responsible for timely completion of required training applicable to the position and regular and effective application of such training in the performance of the position.

**ESSENTIAL JOB FUNCTIONS:**

1. Reviews, organizes and inputs bills to accounts payable system. Mails check and files bank copies of bills. (65%)
2. Monitor compliance with the Purchasing Policy and Employee Reimbursement Policy. Report any discrepancies to management. (10%)
3. Keeps accounts payable system and information accurate and up to date. Monitor Sales/Use tax compliance as required by bank policy and applicable laws. Assist with W-9 and 1099's at year end. (10%)
4. Maintains accurate accounts payable manual with procedures for payable input, vendor maintenance and authorized signatures. (10%)

**MARGINAL JOB FUNCTIONS:**

1. Performs special projects and other related duties assigned. (5%)

**PERSONAL FINANCES:** Must have the ability to manage personal finances.

**NECESSARY KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of overall bank operations.
2. Knowledge of word processing and spreadsheet software.
3. Skill in operating various office equipment such as: computer, adding machine, typewriter, postage machine, facsimile machine and telephone system.
4. Ability to communicate with customers and co-workers in a courteous and professional manner.
5. Ability to organize and prioritize with attention to detail.
6. Ability to work under pressure and handle interruptions.

**EDUCATION & EXPERIENCE:**

1. Associates Degree in Accounting/Finance.
2. Six (6) months teller or other bank operations experience necessary.
3. General bookkeeping experience preferred.

**PHYSICAL REQUIREMENTS:**

0-24% 25-49% 50-74% 75-100%

	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read documents, computer screens, reports and other communication.				X
Hearing: Must be able to communicate with customers and co-workers.				X
Standing/Walking:	X			
Climbing/Stooping/Kneeling etc.:	X			
Fingering/Grasping/Feeling: Must be able to write, use keyboard and other machines.				X

**PHYSICAL DIMENSIONS:**

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Job involves sitting most of the time and if walking and standing are required, only occasionally.

**NOTE:** The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.