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| Job Title: Accounting Clerk | Venue: Alerus Center |
| Company: Spectra | Department: Finance |
| Reports To: Director of Finance | Supervises People (Y or N): N |
| Exempt or Non-exempt: Hourly; Non-Exempt | Number of Direct Reports: |

SUMMARY:

The accounting clerk is responsible for data entry of invoices and cash receipts; accounts payables and file maintenance. This position is required to assist with gathering of information and data input of payroll. S/he will perform additional administrative tasks as necessary.

QUALIFICATIONS:

- Two years of general accounting/bookkeeping experience required
- Ability to work a flexible schedule including some nights, weekends, and holidays, in addition to traditional business hours, as necessary
- Communicate clearly and concisely in the English language, both orally and in writing
- Demonstrated ability to work as part of team and with all levels of management
- Strong customer service, organizational and interpersonal skills required
- Demonstrated attention to detail
- Demonstrated ability to prioritize and meet strict deadlines
- Able to perceive the needs of facility tenants...be proactive, not reactive

Special Knowledge Of:

- Procedures, methods, applications and techniques of generally accepted accounting principles
- Principles and practices of inventory accounting methods
- Ten key calculator by touch at a speed necessary for successful job performance
- Computer applications/programs to perform accounting functions
- Modern office procedures, methods and related computer equipment
- Experience with MAS 200, ADP Payroll Software or other comparable software
- Proficient knowledge of Word, Excel, Outlook and PowerPoint; training on industry specific software will be provided

JOB FUNCTIONS: (including to but not limited to)

- Process and prepare accounts payable invoices.
- Assist with payroll processing and administrative Human Resource functions.
- Data input for accounts receivable, cash receipts.
- File documents including payables, receivables, event files.
- Perform general accounting work in support of accounting functions.
- Apply accounting principles to the maintenance of financial and accounting transactions
- Perform other related duties and responsibilities as required.

Nonessential Job Functions:

- Perform other duties as required

Intellectual/Social, Physical Demands and Work Environment:

The intellectual/social, physical demands and work environment characteristics 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.

Intellectual/Social demands:

- While performing the essential functions of this job, the employee is continuously asked to multi-task under

time limits. Position requires constant attention to precise details and accuracy of specified standards including: following simple to complex (more than 3 steps) instructions, and concentration which frequently extends beyond 30 minutes at a time. Employees in this role will constantly be in leadership role; this requires directing others either verbally or in writing to complete tasks in prescribed time frame. This position also requires constant use of interpersonal skills including: ability to direct/motivate/inform staff and foster collaboration, being able to recognize and resolve conflicts, being able to openly communicate in writing and verbally with clients.

Physical demands:

- While performing the essential functions of the job, the employee constantly operates a computer and other office devices such telephones, copy machines, fax machines, etc; occasionally moves about inside the office to access storage areas, cabinets and office machinery; constantly moves about the arena and event sites before, during and after events to service clients and supervise staff; constantly communicates via telephone, email and in-person with others to exchange accurate information.

Work environment:

- The duties of this position are performed indoors and occasionally outdoors in the weather conditions prevalent at the time. The noise level in the work environments is usually moderate to loud during events and minimal during non-event times.

EOE, DFWP