



Jerry & Keith's Inc.

Jerry & Keith's, Inc.
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Bakersfield, California 93308
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Job Description

Job Title:	Accounts payable and receivable clerk
Department:	Office
Reports To:	Office Manager /Operations Manager/ CEO
FLSA Status:	Non-Exempt
Prepared by & date:	Ethan Decker-Operations 4/10/2019
Approved by & date:	

Summary:

Assists with fiscal responsibilities and is responsible for performing diverse organizational and clerical functions, ensuring an efficient and professional image is portrayed. Interfaces with JKI customer base, management, office staff and shop personnel assisting in the various aspects of the business. Assists Office Manager with multiple functions including Accounts Receivable, Accounts Payable, processing of payroll, and timecards.

Essential Job Functions & Responsibilities:

- Review or check the work products of others to ensure performance and conformance to standards.
- Provides Management with constructive feedback regarding department procedures, processes or concerns.
- Provides Management with constructive feedback regarding employee work performance.
- Backup to the Front Office Receptionist in answering phone and directing the call to the appropriate department.
- Assist with the process of A/P, A/R and timecards for payroll and file.
- Ensure a clean work environment.
- Assists Office Manager and receptionist with petty cash and cash drawer, ensuring that it is always in balance and adequate cash is on hand.
- Maintains office supplies at an adequate level, ordering when necessary.
- Assists with management of the postal account, purchasing additional postage as needed.
- Assist with copier up keep and call for maintenance and supplies.
- Assist with master calendar of events (e.g. training, vacations, etc.)
- Types memos, correspondence, reports and other documents.
- Contacts Document shredding Company for Scheduling of document shredding.
- Assists the Accounting department in the various functions of the A/R, A/P, Payroll, Insurance, Benefits, Workers Compensation and Policy procedures.
- As appropriate to the individual position, provides and/or oversees the provision of administrative assistance and support to the office principle, to include problem solving project planning, and management, fiscal management, day-to-day office coordination, and secretarial services.
- Performs miscellaneous house keeping chores including minor sweeping and mopping floors, dusting and vacuuming
- Work safely without presenting a direct threat to self or others.
- Handle customer complaints reasonably, showing empathy and a positive attitude, and demonstrate our commitment to excellent customer service.
- Various duties directly or indirectly associated with parts sales activities or as assigned.

Supervisory Responsibilities: - None.

Minimum Qualifications:

- Must have interpersonal skills to interface with all company departments, personnel and customers.
- Ability to operate a network of contacts and facilitate good communication within the company is crucial.
- Courteous and pleasant temperament.
- Ability to perform the physical requirements associated with the position.
- Working knowledge of – Microsoft Office Suite.
- Willingness to learn the computer program that handles the company's day to day activities. Ex: DST and Quick books.

- Willingness to learn procedures.
- Willingness to support all phases of the department and company as needed.
- Able to perform duties under minimal Supervision, adjusting to changes and demonstrating drive and initiative.
- Ability to prepare routine administrative paperwork.
- Knowledge of supplies, equipment and/or services ordering and inventory control.
- Able to communicate with all levels of customers, employees, manufacturers, and vendors both in writing and verbally.
- Able to multi-task, performing at least 2 duties at a time.
- Present a clean, neat appearance.
- Possess good judgment, dependability, adaptability, punctuality, and trustworthiness.
- Maintain an organized and clean work area.
- Manage time effectively.
- Willing to have a flexible schedule.
- Motivated to continuous self development and training.
- Be subject to a pre-employment drug screening with a passing result and be subject to random drug testing as per company policy thereafter.
- Willing to comply with the Employee Handbook, Code of Safe Work Practices and the Injury, Illness Protection Program.

Education and/or Experience:

- High School Diploma or equivalent.
- Bachelor's degree in Finance or accounting. OR, must have run a company's accounts payable, accounts receivable, payroll, taxes (sales tax and other misc. taxes),

Language Skills:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before customers or employees.

Mathematical Skills:

- Ability to add (+), subtract(-) multiply (x), and divide (/) in all units of measure, using whole numbers, common fractions, or decimals.
- Ability to compute rate, ratios and percent.
- Ability to use 10-key with very few errors.
- Ability to count cash and make correct change without the use of a cash register.

Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to alphabetize documents.

Physical Demands:

While performing the duties of this job, the employee is regularly (6-8 hrs) required to:

- sit
- hear/talk/communicate verbally
- use close vision, distant vision, peripheral vision, and ability to adjust focus
- use fingers for fine manipulation
- use hands to handle or feel

While performing the duties of this job, the employee is frequently (3-6 hrs) required to:

- stand
- reach

While performing the duties of this job the employee is occasionally (1-3 hrs) required to:

- lift/carry 25 lbs.
- climb stairs or ladders
- Bend/Stoop to flex upper trunk forward with knees partially or fully flexed.
- Crouch at waist with full flexing of knees.
- Squat so body is supported on feet, knees are bent so that buttocks rest on or near heels.

Work Environment:

- The work environment characteristics describes here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to grease, oils, solvents, moving parts, fumes, or airborne particles. The noise level in the work environment is usually moderate.

Working Hours:

- Usually weekdays (Monday through Friday), 8:00 a.m. through 5:00 p.m. or variable as required.

Statement of Intent:

- The above statements are intended to describe the general nature of level of work performed by the person assigned to this position. Essential job functions and responsibilities are intended to describe those functions that are essential to the performance of the job under the American with Disabilities Act (ADA). This job description does not state or imply that the above are the only duties, functions or responsibilities assigned to this position. Employees holding this position will be required to be any other job related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Jerry and Keith's is an equal opportunity employer EOE.

Management Right:

- JKI management reserves the right to change, modify, restrict, resend, or add essential job functions, responsibilities, duties, qualifications, skill or demands at anytime, with or without prior approval. Written notification of such will be issued to the employee with adequate compliance time allowable by governing laws and agencies. Compensation may or may not be added, at the managements discretion, for said changes, modifications, additions, etc. This job description in no way modifies the employee's "at-will" status, or JKI "at-will" employment agreement with the employee. Just as the employee can at anytime, for any or no reason leave our employ, so can JKI do the same.

I acknowledge that I have received a copy of the job description for the position I am applying for at Jerry & Keith's, Inc. and that I am physically and mentally willing to adhere to the requirements set forth in said description.

Date _____

Signature _____