

**Doyon Utilities, LLC**  
**Job Description**

<b>JOB TITLE</b>	Accounting Clerk	<b>LOCATION</b>	HDQ Accounting
<b>REPORTS TO</b>	Controller	<b>HOURS</b>	TBD
<b>TYPE OF POSITION</b>	Part-time, Temporary	<b>SCHEDULE</b>	TBD
<b>WAGE RANGE</b>	DOE	<b>FLSA STATUS</b>	Non-Exempt
<b>BARGAINING GROUP</b>	N/A	<b>DATE</b>	10/08/2020

**JOB SUMMARY:** Under the supervision of the Controller or his designee, the Accounting Clerk will assist Accounting in the following areas: Accounts Payable, Accounts Receivable, Fixed Assets, Payroll, General Ledger, data entry, filing and copying.

**ESSENTIAL FUNCTIONS:**

1. Perform basic accounting reconciliations.
2. Perform general administrative tasks such as filing, document scanning and data entry.
3. Assist Accounting Personnel with daily duties.
4. File maintenance and fixed asset backlogging.
5. Perform other duties as assigned.

**KNOWLEDGE, ABILITIES, AND SKILLS:**

1. Basic knowledge of generally accepted accounting principles.
2. Good written and verbal communication and interpersonal skills.
3. Strong organizational skills.
4. Basic knowledge of computer use including Microsoft Office applications and data entry.

**JOB SPECIFIC COMPETENCIES:**

1. Adapts to changing work conditions and assignments, sets priorities and manages multiple tasks.
2. Ensures work and information are complete and accurate
3. Listens, writes and speaks efficiently, positively relates and interacts with co-workers and others.
4. Consistently adheres to operational standards, ensures smooth operations and positive customer experiences, builds a productive workplace, is reliable, and improves team morale.
5. Manages time efficiently.
6. Willing to learn new skills or techniques to meet the demanding changes of job duties.

**ENVIRONMENT:** The majority of work is performed in a professional office setting. The work is generally sedentary, requiring sustained concentration. On occasion, standing, bending and carrying items weighing less than 40 pounds may be necessary. Reasonable accommodations, according to applicable state and federal laws, will be provided to all qualified individuals with physical or mental disabilities.

**REQUIRED QUALIFICATIONS:**

1. High school diploma or equivalent required.
2. Bookkeeping training preferred.
3. Valid Alaska Driver's License.
4. The incumbent is subject to pre-hire and random drug testing in accordance with the published policy of Doyon Utilities.

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Employee Signature

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Date