



POSITION DESCRIPTION

POSITION: Accounting Clerk
DEPARTMENT: Finance
REPORTS TO: Finance Manager
FLSA STATUS: Non-Exempt

Job Summary: Under the supervision of the Finance Manager, performs clerical duties in support of the finance department and in compliance with government regulations and corporate policies and procedures.

Duties:

- Performs administrative, clerical, and accounting functions.
- Assists in the preparation and distribution of student pay.
- Assists in the preparation of staff payroll.
- Assists in the maintenance of cash disbursement journal, general and cost ledgers, posting accounting transactions, preparing reconciliations, and performing financial tabulations.
- When assigned, prepares journal entries to record accruals.
- Collaborates with buyer and property staff to reconcile undelivered commitments, receiving reports, and vouchered or unvouchered accounts payable.
- Establishes a high degree of student rapport.
- Works towards meeting performance standards and goals.
- Adheres to required property control policies and procedures.
- Provides regular feedback to student regarding appropriate employability skills.
- Maintains good housekeeping in all areas and complies with safety practices.
- Complies with all DOL guidelines, OFCCP regulations, Job Corps notices and bulletins, and Corporate and Center policies and procedures.
- Models, mentors, monitors appropriate Career Success Standards.
- Participates in PRH mandated staff training. Failure to participate may result in disciplinary action up to and including termination.
- Follows and applies CDSS plan and Standards of Conduct system, as required.
- Performs other duties as assigned by management within the employees capabilities.

Qualifications and Experience: High school diploma or GED required. Minimum of one to two years related experience. Valid State Driver's License.

Physical Demands: The physical demands 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. While performing the duties of this job, the employee is regularly required to sit and

stand and walk; to reach with hands and arms and talk and listen. The employee is occasionally required to sit; to use hands to finger, handle, or feel; to taste and to smell. The employee must be able to occasionally lift and/or move up to 25 pounds. Specific vision capabilities required by this job include close vision, distance vision, and peripheral vision.

Work Environment: The work environment characteristics described 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 outdoor weather conditions. The noise level can vary from moderate to loud.

This job description is not intended to be all-inclusive. Therefore, the employee may be requested to perform other reasonable related duties as assigned by the immediate supervisor and other management as required. The company reserves the right to revise or change job duties as business requirements dictate. It is mutually agreed that the job description does not constitute a written or implied contract of employment. It is also understood that the company reserves the right to change work schedules as required, including overtime.

EMPLOYEE ACKNOWLEDGEMENT:

I fully understand that participation in PRH mandated staff training is mandatory. I acknowledge that failure to participate may result in disciplinary action up to and including discharge. I understand my key areas of responsibilities, performance expectations and work standards. I acknowledge that failure to perform to the expectations set forth in this position description may result in disciplinary action up to and including discharge.

Employee's Name (Print)	Signature	Date

Supervisor's Name (Print)	Signature	Date

DOL APPROVAL

COR Name (Print)	Signature	Date