

# Credit Union Leasing of America

## Job Description

**Job Title:** Junior Accounting Clerk  
**Department:** Accounting/Finance  
**Reports To:** Controller  
**FLSA Status:** Non-exempt  
**Prepared By:** Amy Christensen  
**Prepared Date:** May 2019

### **Position Overview:**

The Junior Accountant is responsible for managing the relationship with assigned clients as it relates to invoices and accounting of leases. This position is also responsible for sales tax preparation and remittance to assigned jurisdictions, as well as accounts payable functions, and ordering general office supplies.

### **Essential duties and responsibilities**

- Prepare invoices and statements and reconcile monthly activity for select clients
- Record and pay vendor invoices
- Assist in monthly and year-end closing process
- File sales tax for select jurisdictions
- Assist with vehicle registration process
- Manage supply of general office supplies
- Coordinate with landlord on any maintenance items
- General receptionist duties
- Perform such other duties as assigned

### **Other qualities and requirements**

- Accounting associates degree or equivalent
- Minimum 2 to 5 years office experience
- Proficiency with Microsoft Office applications, specifically Excel, Word, PowerPoint and Outlook.
- Strong communication skills (written and verbal)
- Ability to function independently, with minimal supervision
- Organized and detail oriented
- Experience with Peachtree/Sage 50 or Dynamics (Great Plains)

### **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 talk or hear. The employee frequently is required to stand; walk; and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.