



TRI-CITIES AIRPORT AUTHORITY JOB DESCRIPTION

POSITION: ACCOUNTING CLERK I

Classification: Non-Exempt	Department: Finance
Reports to: Director of Finance	Effective Date:

JOB SUMMARY

This position is an entry level position, and under the direct supervision of the Director of Finance. The accounting clerk calculates and posts business transactions, processes invoices, verifies financial data for accounts payable records, and provides other clerical support to pay the organization's obligations. Employee must be capable of prioritizing several tasks concurrently.

ORGANIZATIONAL RELATIONSHIP

Reports to: Director of Finance

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Clarifies any questionable invoice items, prices, or receiving signatures; obtains proper information and/or data regarding invoice payments.
- Assembles invoices to be completed for payment.
- Maintains copies of vouchers, invoices, or correspondence necessary for files.
- Prepares vouchers listing invoice number, date, vendor address, Federal ID number, item description, amounts, and coding per accounting policies and procedures.
- Develops and maintains a positive and professional working relationship with all team members, customers, clients, and service partners.
- Processes payments.
- Regularly communicates with clients and vendors on payment status.
- Enters data into accounting and operations software for accurate reporting.
- Assists with the development of quarter-end, month-end, and year-end financial statements.
- Assists with financial audits and preparing appropriate audit work papers.
- Maintains records of organization's financial activity in accordance with GAAP and organizational standards
- Performs special projects as needed.
- Assists with other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to maintain confidentiality of information and professional boundaries.



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- Ability to professionally communicate, clearly and precisely, both orally and in writing, under varying degrees of demand and urgency.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and the public.
- Knowledge of customer service principles and practices.
- This position requires skills in prioritization, organization, and maintenance of files and records.
- Proficiency in the use of a personal computer is necessary, including skills in Microsoft Word, Excel, and PowerPoint.
- Ability to manage multiple projects simultaneously.
- Ability to plan, organize, and set priorities.

EDUCATION AND EXPERIENCE

- High School Diploma or equivalent required.
- Previous accounting or bookkeeping experience preferred.
- Recent college or university graduates are encouraged to apply.
- Minimum of one to two years of work experience in the aviation sector or related field preferred but not required.

WORKING CONDITIONS/ENVIRONMENT

- Professional attire, grooming, and demeanor required.
- The employee may be required to lift/move up to 50lbs (such as a box of paper)
- Attentiveness to work procedure to reduce potential risk of injury in work areas.
- Will be subject to recall after normal working hours.
- Physical activities include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, lifting, talking, hearing, grasping, and repetitive motions.
- Work is performed in an office environment, noise level is typically quiet to moderate.
- The noise level in the outside environment can be moderate to loud based on the location or the aircraft movement in the area.

WORK SCHEDULE

- This regular full-time position requires forty hours per week. Position is subject to callback in the event of an emergency or irregular operations.

OTHER REQUIREMENTS

- Work required at other times for training, special events, irregular operations, inclement weather, and emergencies.
- Primary job functions require in-person/on-site work.



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- Must successfully pass and maintain an active Security Threat Assessment (STA) and Criminal History Records Check (CHRC). Certain convictions will disqualify individuals from unescorted access privileges and therefore exclude them from employment.
- This position must have a valid driver's license at all times, and be able to drive to various locations, on and off airport premises.