

## **JOB DESCRIPTION**

Presbyterian Mo-Ranch Assembly  
Hunt, Texas

**JOB TITLE:** Accounting Clerk  
**DEPARTMENT:** Accounting/ Finance Office  
**SUPERVISOR:** Accounting Manager  
**FLSA CLASSIFICATION:** Non-Exempt  
**JOB CODE:** Regular, Full-Time

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### **MO-RANCH MISSION STATEMENT**

*The mission of Presbyterian Mo-Ranch Assembly is to foster growth in God through Jesus Christ by sharing its unique living, learning, Christian environment.*

### **OBJECTIVE OF JOB**

Perform a variety of specific accounting functions.

### **ESSENTIAL JOB FUNCTIONS**

1. ACCOUNTS PAYABLE
  - a. Receive and organizes all incoming invoices.
  - b. Verify proper coding and approval signatures on all invoices.
  - c. Input invoices into Great Plains and reconciles vendor statement.
  - d. Run a weekly aging on accounts payable.
  - e. Select and organizes checks to be printed each week.
  - f. Mail checks with proper documentation to vendors.
  - g. Contact vendors when invoice necessitates.
  - h. Maintain vendor files including W-9s and other necessary information for generation of 1099s.
  - i. With manager's approval. completes credit applications when requested by vendors.
  - j. Answer departmental questions regarding AP posting in the general ledger.
  - k. Reconcile Great Plains checking account module and closes accounts payable monthly.
  - l. Maintain accounts payable files by scanning and filing invoices.
  - m. Assist in the monthly allocation of expenses to departments.
  - n. Organize and file all related materials.
  
2. GENERAL ACCOUNTING
  - a. Assist Accounting Manager with preparation of journal entries and reconciliation of accounts as assigned.
  - b. Prepare and post Daily Income report to general ledger.
  - c. Monitoring accounts receivable and work with sales, registration, and programs to resolve billing issues.
  - d. Cross train to payroll processing and answer payroll and benefit question in the absence of Payroll Coordinator.
  - e. Regularly audit registration and bookstore cash drawers for accuracy.
  
3. OTHER RESPONSIBILITIES
  - a. Receive and sorts incoming mail.
  - b. Assist with petty cash transactions.

4. OTHER DUTIES & RESPONSIBILITIES AS ASSIGNED AND AS RELATED TO ABOVE AREAS.

## QUALIFICATIONS

1. Ability to understand and comply with the Mo-Ranch Code of Ethics policy.
2. Associate of Arts Degree, Business School certificate, or equivalent experience and education.
3. Ability to be thorough and accurate with detail work and employ basic auditing methodology to expense schedules.
4. Strong verbal, written, analytical, mathematical, and interpersonal skills.
5. Experience using standard personal computer applications including knowledge of and experience using Microsoft Office software. Experience in using accounting software in a networked environment is helpful.
6. Ability to prepare timely and accurate reports and schedules as requested.
7. Ability to organize and prioritize work and to meet deadlines.
8. Ability to plan and implement without hands-on supervision.
9. Able to support and personify the mission of Mo-Ranch.
10. Must be able to grasp, manipulate, and lift 30 lbs.

## GROOMING & UNIFORM

All employees must maintain a neat, clean, and well-groomed appearance

## OTHER

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, work schedule, and/or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workloads, rush jobs, or technological developments).

## ACKNOWLEDGEMENT

I, \_\_\_\_\_, hereby acknowledge that I have read and understand the job description for the position of \_\_\_\_\_, and agree to abide by the duties and responsibilities set forth for this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witnessed By:

\_\_\_\_\_  
Date