



POSITION DESCRIPTION

JOB TITLE:	ACCOUNTING CLERK	JOB CODE:	
DEPARTMENT:	Various Departments	PAY GRADE:	ADM
REPORTS TO:	Various, depending on assignment	PAY STATUS:	Full Time / Hourly
APPROVED BY:	<i>Bentah C. John</i> , Human Resources Manager	REGULAR/SEASONAL:	Regular
		DATE APPROVED:	1/23/2018

I. POSITION FUNCTION SUMMARY:

Under direct supervisor, the Accounting Clerk performs a variety of bookkeeping and accounting tasks to compute, classify, record, and verify numerical data to maintain accurate financial records and assist with accounts receivables and payables. Maintains specific receivable and payable ledgers and files as needed, and researches and reconciles records pertaining to areas of assignment.

II. ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES:

The following statements are essential functions of this position and not intended to be all-inclusive; rather, they are intended to describe the general nature and level of work to be performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the incumbent, and an employee may be directed to perform other reasonably related job duties and responsibilities. NAPI reserves the right to revise or change the job duties and responsibilities as the need arises, based on business need, and this position description may be updated accordingly. This position description does not constitute a written or implied contract of employment.

Accounting Duties & Responsibilities

1. See DEPARTMENT JOB ASSIGNMENTS beginning on page 2.

Other

2. Works collaboratively, cooperatively, and in coordination with fellow team members and with others in the organization, treats them with respect, courtesy and consideration, and shows understanding and the appropriate support of other team members to help get the job done.
3. Provides information, guidance and resources to diverse groups of customers, clients and others outside of the organization; treats them in a friendly manner with professionalism, helpfulness, respect, courtesy and consideration at all times regardless of circumstances.
4. Maintains regular, dependable attendance and punctuality, and physical presence at the assigned worksite; must interact directly with people or objects at the worksite on a regular basis. Communications technology may, for certain tasks and under certain circumstances, enable an employee to effectively perform some of the work-related duties from home on a temporary basis.
5. Complies with all applicable environmental health and safety policies, procedures and work rules, giving maximum effort to performing job functions in a manner that protects the health and safety of the incumbent, co-workers, and the general public
6. Performs other duties as assigned and which are deemed necessary or desirable by NAPI.

DEPARTMENT JOB ASSIGNMENTS

This Job Description is intended to be somewhat general in nature with respect to the job family, and as such it does not detail all duties of a particular job assignment. Additional duties, responsibilities, and accountabilities may be assigned to an incumbent in this position depending on the Department Job Assignment.

Accounting

1. Operates computers programmed with accounting software to record, store, and analyze financial information.
2. Checks figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
3. Classifies, records, and summarizes numerical and financial data to compile and keep financial records, using journals and ledgers or computers.
4. Debits, credits, and totals accounts on computer spreadsheets and databases, using specialized accounting software.
5. Receives, records, and banks cash, checks, and vouchers.
6. Complies with applicable regulations including all NAPI Policies and Procedures.
7. Compiles statistical, financial, accounting or auditing reports and tables pertaining to cash receipts, expenditures, accounts payable and receivable, and profits and losses.
8. Assists in reconciling subsidiary ledgers, records any necessary adjustments, posts to general ledger.
9. Reconciles or notes and reports discrepancies found in records.
10. Performs general office duties such as filing, answering telephones, and handling routine correspondence.
11. Prepares bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks.
12. Calculates, prepares, and issues bills, invoices, account statements, and other financial statements according to established procedures.
13. Monitors status of accounts to ensure that payments are up to date.
14. Reads source documents such as purchase orders and invoices for subsequent entry into the accounting system using keyboards or scanners.
15. Compiles, sorts, and verifies the accuracy of data before it is entered.
16. Compares data with source documents, or re-enters data in verification format to detect errors.
17. Stores and properly files completed documents in appropriate locations.
18. Locates and corrects data entry errors, or reports them to supervisors.
19. Tracks and maintains inventory records of Commodities.
20. Reviews accounts payable and/or accounts receivable records and credit policies to ensure compliance with current practices, policies, and procedures.
21. Communicates with customers on account balances and other related matters.
22. Cross-trains and serves as a backup for other department personnel as needed.
23. Creates, organizes, maintains, and updates files and records utilizing database and spreadsheet software, other online applications, and manual systems.
24. Maintains an audit trail of documents and records in accordance with GAAP.
25. Creates report formats and prepares necessary accounting and financial reports based on retrieved data as requested.
26. Develops and maintains spreadsheets, journals, ledgers, logs, worksheets, and other records.

Bean Plant

1. Adheres to NAPI's Accounting Policies and Procedures.
2. Performs daily entries of all transactional documentation into the Famous software.
3. Reads source documents such as canceled checks, sales reports, or bills, and enter data in specific data fields or onto tapes or disks for subsequent entry, using keyboards or scanners.
4. Records all receipts of bean products, packing materials, and other materials ordered and received for use at the Bean Plant.
5. Compiles, sorts, and verifies the accuracy of data before it is entered.
6. Locates and corrects data entry errors, or report them to supervisors.
7. Compares data with source documents, or re-enter data in verification format to detect errors.

8. Maintains records of ship out reports activities and completed assignments.
9. Monitors and stores completed documents in appropriate locations for effectiveness and timely filing.
10. Maintains accurate Trucking information (annual DOT inspections, insurance, licensing, etc.) to ensure compliance with applicable regulations for hauling NAPI commodities.
11. Generates Bill of Ladings with accurate customer information from origin to destination points with grain information, analysis information, accurate load or contract numbers for traceability and proper invoicing.
12. Records incoming and outgoing inventory accurately to maintain completeness of records.
13. Completes the accounting records for specific area, after receipt of daily product receiving and packing records from the respective departments.
14. Prepares orders for product based on phone or mail in orders from outside customers and internal NAPI communications.
15. Communicates orders verbally and follow up in written format to the Manager/Supervisor so that they can prepare production scheduling.
16. Maintains and complies with total quality controls according to USDA standards relating to inspection, grading, sorting, handling, and shipments that ensure NAPI's concerns on food safety.
17. Selects materials needed to complete work assignments.
18. Loads machines with required input or output media such as paper, cards, disks, tape or Braille media.
19. Resolves garbled or indecipherable messages, using cryptographic procedures and equipment.
20. Places price information on tickets, marking by hand or using ticket-printing machine.
21. Compares printed price tickets with entries on purchase orders to verify accuracy and notifies supervisor of discrepancies.
22. Pins, pastes, sews, ties, or staples ticket, tag, or label to article.
23. Records number and types of articles marked and packs articles in boxes.
24. Marks selling price by hand on boxes containing merchandise.
25. Records price, buyer, and grade of product on tickets attached to products sold.
26. Keeps records of production, returned goods, and related transactions.
27. Indicates item size, style, color, and inspection results on tags, tickets, and labels, using rubber stamp or writing instrument.
28. Reads orders to ascertain sizes and quantities of products.
29. Completes order receipts.
30. Keeps records of out-going orders in an orderly and accessible manner.
31. Places merchandise on conveyors leading to wrapping areas.
32. Maintains a clean and organized work area at all times.
33. Monitors all out-going products to verify accuracy of orders. Responsible for coordinating and maintaining all parts of inventory.
34. Verifies perpetual inventory computations by comparing them to physical counts of stock provided and initiates investigating discrepancies or adjusting errors.
35. Provides information to supervisors and co-workers by telephone, in written form, e-mail, or in person.
36. Communicates effectively with co-workers regarding the proper recording to transactions.

Granary

1. Follows the internal process of documentation approved by the Plant Operations Supervisor and Assistant Plant Operations Manager.
2. Adheres to NAPI's Accounting Policies and Procedures.
3. Reviews and monitors source documents such as ship out schedules, ship out reports, canceled checks, sales reports, or bills, and enters data in specific data fields or onto tapes or disks for subsequent entry, using keyboards or scanners.
4. Performs daily entries of all transactional documentation into the Famous and iRely Software.
5. Prepares and enters the necessary reoccurring or adjusting entries accurately and maintains adequate documentation for all entries.
6. Prepares, examines, or analyzes source documents to assess accuracy, completeness, and conformance to reporting and procedural standards.
7. Locates and corrects data entry errors and reports them to Supervisor or Manager.
8. Maintains records of ship out reports activities and completed assignments.

9. Records all receipts of animal feed, pelletized alfalfa pellets, NAPI grain products, packing materials, and other materials ordered and received for use at the Granary and Pellet Mill.
10. Monitors and stores completed documents in appropriate locations for effectiveness and timely filing.
11. Records weights, identifies customer, driver and/or truck number, identifies product on a scale ticket for all scale in/out of all in/out bound trucks.
12. Maintains accurate Trucking information (annual DOT inspections, insurance, licensing, etc.) to ensure compliance with applicable regulations for hauling NAPI commodities.
13. Generates Bill of Ladings with accurate customer information from origin to destination points with grain information, analysis information, accurate load or contract numbers for traceability and proper invoicing.
14. Demonstrates excellent customer service and ensures that each customer receives outstanding customer service by providing a customer friendly environment, including greeting and acknowledging every customer, solid product knowledge and all other components of customer service.
15. Records incoming and outgoing inventory accurately to maintain completeness of records.
16. Verifies perpetual inventory computations by comparing them to physical counts of stock and initiates investigating discrepancies or adjusting errors.
17. Completes the accounting records for specific area after receipt of daily product receiving and packing records from the respective departments.
18. Prepares orders for product based on phone or mail in orders from outside customers and internal NAPI communications.
19. Communicates orders verbally and follows up in written format to the Manager/Supervisor and/or Operators so they can prepare accordingly to production scheduling.
20. Provides information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
21. Communicates effectively with co-workers regarding the proper recording to transactions.

III. POSITION AUTHORITIES AND ACCOUNTABILITIES:

General:

Position has a low level of line responsibility and minimal authority to make independent decisions over an assigned department or function. A person in this position has a high level of responsibility for a key operation or function.

Results of Action:

Decisions will have a high degree of impact on operations or services. Errors may result in significant disruption of operations or services or damage to operational activities. Errors in accuracy, judgment, tact or communication could result in a loss of productivity, and a significant loss of credibility and potential income for the organization. Failure to establish and monitor work schedules for the Department will result in an inability to meet deadlines and will delay the completion of records and other projects.

Budgetary & Financial Resources Accountability:

Position has low level of accountability for budgetary or financial decisions, and decisions will have a high degree impact on resource utilization within NAPI; responsible for a low level of impact on an operating budget for the Department;

Equipment/Material Management & Accountability:

Position has minimal level of responsibility for equipment, material, or supplies; proper utilization is required plus accountability for first-echelon maintenance may be required; minimal authority and accountability for purchase within strict policy guidelines may be present.

Confidential and Sensitive Information:

- Incumbent has minimal level of access to sensitive and proprietary company data, including but not limited to services, legal and financial data, and an essential job result is the maintenance of a high level of confidentiality of the information processed by the employee.

- Incumbent has a minimal level of access to personal and professional data regarding individual employees and their families, and to personal data regarding customers/clients/members and their families, and must comply with the Fair and Accurate Credit Transactions Act (FACTA) to keep that data secure and private.
- Incumbent has no access to health data of employees and their families, and to health data of customers/clients/members and their families, and must comply with the Health Insurance Portability and Accountability Act (HIPAA), to keep that data secure and private.

Independence of Action; Supervision Received:

The Accounting Clerk works under general supervision of the Controller or Plant Operations Supervisor/Assistant Plant Operations Manager, depending on departmental assignment. Employee performs moderate level of analysis and problem-solving with a moderate degree of independence and discretion.

Supervision Exercised:

The Accounting Clerk is responsible for own work, and has no supervisory authority or responsibility, although the Accounting Clerk may retain functional authority over specific projects or areas of responsibility as specified in this Job Description or otherwise delegated by the Controller or Plant Operations Supervisor, depending on their departmental assignment.

IV. POSITION QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for the position, but is not a comprehensive list. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

Required:

- High school diploma or GED, or High School Equivalences.
- One (1) year directly related work experience in bookkeeping or accounting work, and with accounts payable and/or accounts receivable, inventory controls or agri-business.

Preferred:

- An Associate's degree from an accredited two-year college or university in business or public administration, accounting, or directly related discipline.
- College course work in Administrative Office Assistant, Business Administration, Computer Applications, Accounting, Inventory Management or a relative field of study.
- Three (3) years of experience in business administration, accounting and inventory controls.
- Experience in agricultural business.

Substitution:

- Additional education or training may substitute for experience requirement.

Navajo Preference:

Navajo preference will be applied in accordance with the Navajo Preference in Employment Act (NPEA), it is Navajo Agricultural Products Industry's ("NAPI") goal and intention to strictly adhere to the NPEA in all employment practices and hire qualified Navajo Personnel for all positions. Tribal sovereignty support and Navajo preference initiatives are mandatory.

Language Requirements:

Required:

Ability to read and write English in order to understand and interpret written procedures and technical manuals. This includes the ability to give and receive instructions in written and verbal forms and to effectively present information and respond to questions from vendors, contractors, supervisors and co-workers.

Preferred:

Bi-lingual (English/Navajo)

Shared Responsibilities:

As a requirement of their employment, all NAPI employees are expected and required to follow and adhere to the following job responsibilities:

- Support the mission, vision, values, and goals of Navajo Agricultural Products Industry.
- Support excellence in our customer service philosophy, and deliver excellent customer service both to internal and external customers.
- Adhere to all company policies and procedures.
- Follow all safety policies, guidelines, and work rules, and participate in trainings.
- Practice good stewardship of NAPI property and follow policy.
- Act in a professional manner at all times.
- Function from INTEGRITY, HONESTY, and LOYALTY in all activities concerning NAPI.
- Follow the current NAPI Strategic Plan initiatives.
- Maintain and support a team environment within the workgroup, and with other departments.
- Champion NAPI in the community.

Core Competencies:

Performs the essential functions and elements of this position competently, demonstrating adequate progress throughout the course of the introductory period of employment and continuing throughout employment with NAPI. A variety of personal competencies need to be demonstrated by everyone at NAPI, and include but are not limited to:

- **Quality/Compliance:** Achieving a standard of excellence with our work processes and outcomes, honoring NAPI policies and all regulatory requirements.
- **Customer focus:** Striving for high customer satisfaction, going out of our way to be helpful and pleasant, making it as easy as possible on the customer or client, rather than on self, department, or organization.
- **Communication:** Balancing listening and talking, speaking and writing clearly and accurately, influencing others, keeping others informed.
- **Collegiality:** Being helpful, respectful, approachable, and team oriented, building strong working relationships and a positive work environment.
- **Initiative:** Taking ownership of our work, doing what is needed without being asked, following through.
- **Efficiency and Continuous Improvement:** Planning ahead, managing time well, being on time, being cost conscious, thinking of better ways to do things.
- **Coachability:** Being receptive to feedback, willing to learn, embracing continuous improvement
- **Team Player:** able to work collaboratively with others in the organization, and to work well with diverse groups of people and gain and maintain respect of others, both inside and outside of NAPI.
- **Self-Management:** Skill in managing one's own time, being self-directed, able to work in a changing, stressful, fast-paced and varied work environment; must be detail-oriented and thorough in completing tasks, and persistent in the face of obstacles.

Knowledge, Skills and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required to perform the essential functions of the position, but are not a comprehensive list:

- Knowledge of basic bookkeeping and accounting procedures and methods, and the ability to apply them to difficult or complex transactions.
- Knowledge of laws and regulations pertaining to financial operations.
- Knowledge of data processing, financial concepts, and bookkeeping principles.
- Knowledge of data entry equipment and of office practices & procedures.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms, and other office procedures and terminology.
- Skill in using computer applications including spreadsheet, database, and word processing software.
- Skill in working with numbers and solving equations.
- Skill in computing, compiling, tabulating, charting, reviewing & supporting data.
- Ability to concentrate and handle detailed work.
- Ability to work under stress, and to perform with frequent interruptions and/or distractions.
- Ability to reconcile financial ledgers and process accounts payable/receivable.
- Ability to calculate, budget and project fiscal balances.
- Ability to reconcile and balance statements.
- Ability to prepare financial and accounting records.
- Ability to analyze, consolidate, and interpret accounting data.
- Ability to compile, organize, interpret, and communicate accounting data and results in a concise format.
- Ability to work collaboratively to build professional working relationships with colleagues, coworkers, and constituents.
- Ability to work successfully as a member of a team and independently with moderate supervision.
- Ability to use search engines, data queries, and assimilate printed information.
- Ability to communicate effectively orally and in writing in English. Navajo language is helpful.
- Ability to be self-directed, developing one's own way of doing things, guiding oneself with little or no supervision.
- Ability to communicate effectively both orally and in written form information and ideas so other will understand.
- Able to be careful about detail and thorough in completing tasks.
- Ability to be persistent in the face of obstacles and being able to accept criticism and dealing calmly and effectively with high stress situations.
- Ability to be pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Ability to be open to change (positive or negative) and to considerable variety in the workplace.
- Ability to thrive in a fast-paced and pressured environment and must be able to shift to other functions and priorities as needed.

Certification, Licenses and Registrations:

- Must have and maintain a current New Mexico or Arizona driver's license (preferably by New Mexico) must have and maintain an NAPI-insurable driving record, and may be required to provide proof of current liability insurance meeting or exceeding State-required minimum coverages.

Training Requirements:

- Must successfully complete all NAPI-required safety and other training.
- Must successfully pass and maintain training certification in all state, NAPI, and/or other training requirements of the position and job assignment.
- Additional specific training requirements for this position may be required by NAPI.
- First Aid, CPR, and Defensive Driving Course (every 2 years).

Tools and Equipment Used:

- Standard office equipment, including desktop computer and standard MS-Office applications.
- Accounting software, including Famous and iRely.
- Must be able to operate a company vehicle and a two-way radio.

Other:

- In accordance with the conditional offer of employment, individual must pass drug screen, and all NAPI, and other required background investigations.
- Additional drug screening and background investigations may be required depending on the job assignment, or job transfer.
- Must read and acknowledge NAPI's Non-disclosure agreement.

V. PHYSICAL & MENTAL DEMANDS and WORKING CONDITIONS

The physical and mental demands, and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The physical and mental demands, and working conditions 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 of this position.

NAPI maintains a comprehensive, detailed assessment of the physical and mental demands, and working conditions for this position, which are also included in the incumbent's employment file.

Physical Effort and Demand:

- Within normal limits of an inside office position. None to insignificant physical demand is required to perform the work; an employee in this position frequently sits at a desk or workstation.
- Significant physical demand is required to perform the work; an employee in this position frequently using hands to finger, handle or feel, reach with hands and arms.

Visual Acuity, Hearing, Speaking, Manual Dexterity:

- Must have visual acuity and manual dexterity to perform timely and accurate data entry;

Mental Demand:

- Effective performance requires continual thinking and attention to work/detail demanded by the Knowledge, Skills and Abilities and essential functions of the job.
- Must be able to work non-standard work hours as required to fulfill job responsibilities.
- Must be available 7 days a week to meet deadlines and respond to operational needs particularly during harvest season, depending on departmental assignment.
- Must be able to thrive in a fast-paced and pressured environment and must be able to shift to other functions and priorities as needed.

Environment/Working Conditions:

- Little to no hazardous conditions exist in the work environment. The work environment is pleasant; only minimal negative physical factors exist.
- Occasional negative psychological factors exist in the work environment.

VI. EMPLOYEE ACCEPTANCE:

By my signature below, I certify that I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description.

Employee – please initial each of these statements below to indicate your agreement, in addition to your signature at the bottom of this page:

_____	I acknowledge that I have been given access to a print and/or electronic copy of the NAPI Employee Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it.
_____	I understand that I am responsible for following all departmental and job-specific policies, procedures, work rules, and other guidelines.
_____	I understand that neither the Board of Directors nor management of NAPI can guarantee my employment, and that NAPI can change compensation, benefits, and conditions of my employment at any time and at its full and sole discretion to meet business needs of NAPI.
_____	I further understand that the foregoing Job Description is not all-inclusive of the duties to which I may be assigned. To meet business needs, ensure maximum flexibility and efficiency, and to encourage cross training, I acknowledge that I may be assigned additional duties as are deemed necessary or desirable by NAPI.
_____	I acknowledge that NAPI also reserves the exclusive right to transfer, assign, or locate the incumbent to another job assignment within this job title for which I am qualified. Such transfer, re-assignment or re-location may be on either a temporary or regular basis, and shall be done to meet the business needs of NAPI.
_____	I also certify that I can perform the essential functions of this Job Description either with or without a reasonable accommodation.
_____	I further acknowledge that this Job Description does not constitute a written or implied contract of employment with NAPI.

Accepted and Acknowledged by:

_____ Employee Signature Date

_____ Print Employee's Name

Witnessed by:

_____ NAPI Representative Signature Date

_____ Print NAPI Representative's Name and Job Title