



# Job Description

---

**Job Title:** Accounting Clerk – Asset Management  
**Department:** Accounting  
**Reports to:** Assistant Controller  
**FLSA Status:** Non – Exempt: 8:00 am – 5:00 pm, Monday – Friday (40 hours per week)

## **Summary:**

Including but not limited to performing work of a diverse character; serving as an accounting clerk; conducting invoice activities; paying vendors for delivered materials; and performing clerical / administrative functions.

## **Essential Duties and Responsibilities:**

- Maintain asset and depreciation schedules
- Assist with monthly and yearly close
- Backup for Accounts Payable
- Prepare the yearly property tax listings
- Bank Reconciliations
- Post office adjustments
- NC, SC, TN, VA and GA sales tax
- Customer account adjustments
- Tax Exempt certificates
- Vendor W-9
- Research Customer payments
- Assist the Controller or other departments with special projects as needed.

## **Qualifications:**

To perform this job successfully, an individual must have three to five years' experience in Accounting focusing on Asset Management and Depreciation, Associates degree in Accounting (Preferred), knowledge of Accounting and generally accepted principles of accounting, techniques and procedures, knowledge of asset management and depreciation schedule. Must have the ability to communicate orally or verbally with employees, vendors and customers. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.