



*JOB DESCRIPTION- September 2020*

***Job Title:*** Accounting Clerk

***Immediate Supervisors:*** Finance Manager

***Summary of Responsibilities:***

The Accounting Clerk shall provide financial, clerical, and administrative services to ensure the efficient, timely and accurate processing of daily receipts and accounts receivables. The Accounting Clerk shall also provide administrative assistance to Finance Manager in other functions of the Finance Department.

As leaders in the marine transportation industry IFA employees are responsible to instill an atmosphere with passengers that riding the ferry is pleasure, not just a need. To that end every IFA employee is responsible for overall passenger safety and satisfaction. All necessary steps must be taken to correct conditions or to report conditions that could endanger passenger safety or satisfaction in any manner both on and off the vessels. This includes IFA vessels, vehicles, access ramps, offices, terminals, and terminal grounds.

***Specific Duties:***

**Accounts Receivable**

- Open, sort, and deliver mail to appropriate departments.
- Review and resolve reconciliation issues with daily sales reports submitted by terminal agents.
- Prepare and post daily journal entries for sales.
- Generate and send out invoices mid-month and end of month.
- Collection of A/R payments, Investigate and resolve customer queries.
- Maintain accounts receivable customer files.
- Other duties as assigned.

***Knowledge and Abilities:***

- Minimum of two-year experience of general accounting.
- Must be familiar with basic accounting, filing, and cash handling principles.
- Organizational and Data Entry skills.
- Thorough work practices and attention to detail.

- Experience with Microsoft Office to include Excel, Word, and Outlook and willing to learn CYMA Non-Profit accounting software.
- Experience with general office equipment and procedures.
- Must be willing to cross train and work as back up for other accounting personnel.
- Must possess great written and oral communication with customers and team members.
- Maintain employee confidentiality and customer confidentiality.
- Must be willing to take direction and work in a team environment.

**Certificates and Credentials:**

- High School Diploma.
- Valid Alaska driver's license.

**Uniform Requirements**

Administrative workers do not have a uniform requirement but are required to be neat and clean and present themselves in a professional manner.

**Compensation**

This is a full-time position with full benefits. Hours range between 30-36 hours per week. Benefit package includes: vacation, sick and holiday pay, health and life insurance, PERS retirement program, IFA travel benefits and optional supplemental life and disability insurance.