



GREAT NORTHERN EQUIPMENT DISTRIBUTING, INC.

Job Title: Accounting Clerk

Last Update: 08/08/2023

Reports to: Sr. Finance Manager

Supervises: None

Department/Location: Office/Renville, MN

Work Schedule: Generally, 8am – 5pm with flexibility

Eligible for remote work: Yes, up to 20%

Basic Function: The Accounting Clerk will be responsible for Accounts Payable and supporting elements of Accounts Receivable function for the company. Also responsible for key administrative processes to ensure accurate & compliant financial activity.

Essential functions:

- Facilitates payment of vendors, which may include reviewing and coding purchase orders, matching receivers, and resolving discrepancies.
- Ensures outstanding payables are credited upon payment, identifies discount opportunities, and issues purchase order amendments or stop-payment orders as needed.
- Keeps accurate records of incoming and outgoing payments to the organization.
- Creates and sends customer invoices daily.
- Supports department answering customer and vendor requests.
- Processes new dealer setup, including credit checks on new applications, providing recommendations to the sales team on customer status.
- Reviews vendor set up and ensures all required documentation is received.
- Collaborates with team members to provide necessary financial reports to senior-level leaders.
- Assists in the preparation and documentation of tax and audit requirements for the business.

Secondary Functions:

- Assists with accounting records and ledgers by reconciling monthly statements and transactions.
- Assist other departments with overflow projects.
- Supports the merchandise returns process, ensuring accurate and consistent documentation.
- Perform all other duties as apparent or assigned.

Knowledge/Skills/Abilities:

The requirements listed below are representative, but not all-inclusive, of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to see a job through to completion and passion to believe in the quality you provide.

- Knowledge of and willingness to follow company policies, programs, procedures, and practices
- Honesty, dependability and unconditional ethics; ability to maintain confidentiality.
- Treats people with respect; works with integrity and ethically; upholds organizational values.
- Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback, Willingness to assist others.
- Conduct themselves in a professional manner.
- Take initiative to locate missing information or find possible solutions to an issue.
- Ability to communicate effectively, both orally and in writing, with a wide variety of internal and external customers.
- Adapts to changes in work environment; approaches change with a constructive, positive attitude.
- Ability to effectively manage timetables, time requirements and deadlines.
- Knowledge of Company products and markets.

Qualifications and Experience:

Required

- High school diploma or general education degree (GED).
- Proven organizational skills and the ability to maintain precise records.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to communicate effectively, both orally and in writing, with a wide variety of Company personnel and others.
- Intermediate knowledge and skills in Microsoft Office products including Excel, Word, and Teams.

Preferred

- Associate or bachelor's degree in accounting, Finance, or Business-related field.
- One to three years of accounting, finance, or business-related experience.
- Knowledge of and experience with ERP software.
- Strongly prefer sales tax experience in a multi-state jurisdiction environment and Avalara.

Machines/Equipment: In the normal course of performing this job a telephone, copier, printer, headset and personal computer will be used.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to sit, use hands to handle objects, talk and hear.
- Frequent wrist and/or hand movement is required.
- Must occasionally lift and/or move up to 15lbs.
- Occasionally required to stand, walk, and reach with hands and arms.
- Specific vision abilities required include close vision, distance vision, peripheral vision depth perception and the ability to adjust focus.

Work Environment:

- **Office:** Office setting is climate controlled, and the noise level is usually quiet to moderate.
- **Warehouse:** Warehouse setting is partially climate controlled, and the noise level is usually moderate. Employees may be regularly exposed to forklifts and other material moving equipment.
- **Production/Shop Floor:** Shop floor is not climate controlled, and the noise level is usually moderate and above. Employees may be regularly exposed to welding, press, saws, grinding and cutting equipment. Personal protective equipment is recommended in some areas.

Summary: This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, and responsibilities or working conditions associated with the position.