

DATE POSTED: August 08, 2019
CLOSING DATE: August 14, 2019 – 5:00 P.M.

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Job Announcement

The following Temporary Full-time position is available in our organization. Interested applicants who meet the Minimum Qualification Requirements must submit an IT&E employment application form to the Human Resource Office no later than the posted closing date above.

JOB TITLE:	ACCOUNTING CLERK
DEPARTMENT:	FINANCE & ACCOUNTING
LOCATION:	GUAM
SALARY LEVEL:	2
STARTING SALARY:	\$10.99 PER HOUR (negotiable based on experience)
FLSA STATUS:	NON-EXEMPT
JOB POSTING #:	#7513 / #G-69-2019-08

Job Summary:

The Accounting Clerk performs a variety of clerical accounting functions for the Finance and Accounting Department. The Employee is expected to carry assignments through to completion with necessary guidance and supervision.

Essential Duties and Responsibilities:

The Employee will:

1. Know and uphold the established IT&E mission, policies and procedures, IT&E and department objectives, quality assurance and safety programs and standards.
2. Perform accounting and clerical functions to support supervisor and accounting staff.
3. Assist in the preparation of the bank reconciliations by matching the deposits and disbursements in the general ledger to the bank statement.
4. Assist the prepaid inventory custodian in fulfilling orders, preparing the cards and Subscriber Identification Module (SIM) for distribution.
5. Assist in the monthly and semi-annual physical inventory count.
6. Assist in the preparation of audit schedules and pull out of supporting documents as requested by the auditors.
7. Research, track, and assist in the resolution accounting problems.

8. Input purchase invoice, sales invoice, journal vouchers in the Enterprise Resource Planning (ERP).
9. Prepare purchase requests in the ERP.
10. Perform account reconciliations with the guidance of an accounting staff.
11. Open mail and route to the accountants responsible.
12. Perform other related duties or tasks as assigned or required.

Minimum Qualification Requirements:

Education: High School diploma or equivalent.

Work Experience: Two years of experience in bookkeeping or accounting.

Licensure/Certification/Professional Association:

None required

Knowledge, Skills and Abilities:

1. Knowledge of:
 - a. Basic principles and practices of office administration, communications and customer service etiquette
 - b. Administrative and clerical procedures and systems such as computer operations, managing files and records, designing forms and other office procedures and terminology
 - c. Basic bookkeeping and accounting principles and practices
 - d. Structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar
 - e. Basic tenets of good telephone etiquette
2. Skills in:
 - a. Managing one's own time
 - b. Analyzing performance results to determine methods of improving service
 - c. Preparing written reports, inventories, statistics and analyses
 - d. Using personal computer hardware and Microsoft software programs to include MS Excel, Access, MS Outlook and Word
3. Ability to:
 - a. Communicate clearly, concisely and accurately with all levels of staff and customers, both verbally and in writing
 - b. Learn, maintain and advance usage skills in the job-specific aspects of various computer hardware and software
 - c. Make logical and sound decisions in working with other employees and clients and performing progressively complex administrative tasks
 - d. Perform in a self-directed, hard-working, creative and forward thinking manner

As an Equal Opportunity/Affirmative Action Employer, we afford equal opportunity to all applicants and employees for hire and promotion without regard to race, color, origin, gender, age, marital status, religion, veteran status, gender identity, sexual orientation, pregnancy or disability or genetic information.

IT&E is a Drug Free Workplace