

Accounting Clerk – Freight and Miscellaneous Job Description



Area: Finance

FLSA Status: Non-Exempt

Reports to: Controller

Supervisory Responsibility: None

Date of Job Description Revision: March 2023

Primary Role:

Process freight and miscellaneous expense invoices for payment.

Responsibilities:

- Model the Pacesetter Way in daily job activities.
- Provide a return on investment and a contribution to profitability

Freight Payables:

- 3-way match and approve all freight invoices in Steelman.
- Research and resolve invoice discrepancies and issues.
- Post all freight invoices for payment in Accpac.
- Prepare freight payments weekly.
- Prepare monthly freight accrual report.
- Perform Month End/Year End/Audit Procedures
- Maintain vendor filing system.

Miscellaneous Payables:

- Approve and post all miscellaneous (non-steel, non-freight) invoices in ACCPAC.
- Research and resolve invoice discrepancies and issues.
- Prepare weekly cash requirement and payments due report.
- Prepare miscellaneous invoice payments weekly.
- Reconcile associate expense reports.
- Prepare miscellaneous accrual report monthly
- Prepare utility accrual report monthly.
- Month end company credit card reconciliation to statement and problem resolution
- Perform Month End/Year End/Audit Procedures
- Prepare and file annual 1099s
- Participate in and perform associate cross-training.
- Maintain vendor filing system.
- Special projects as assigned.

Skills/Education Required:

- High School Diploma or Equivalent and 2-3 years of related experience
- Proficiency with accounting software and MS Office Suite (particularly Excel)
- Familiarity with accounting concepts, practices, and procedures
- Able to operate a 10 key calculator by touch
- Mathematical aptitude
- Organized and detailed oriented
- Able to work in a team environment

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PACESETTER
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I understand and agree to perform the responsibilities listed above:

Associate Signature

Date