

**ARIZONA@WORK - YUMA COUNTY  
YUMA PRIVATE INDUSTRY COUNCIL  
POSITION DESCRIPTION**

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Title: **Accounting Clerk I (Temporary One Year position)**

Reports to: Accounting Coordinator  
Classification: Non-Exempt

Revision Date: **September 8, 2020**

**Start Salary: \$18.39 per hour**

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The Yuma Private Industry Council is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability status, protected veteran status, or any other characteristic protected by law.

### **SUMMARY**

The position of the Accounting Clerk 1 is responsible for assisting in processing participant timesheets and participant payments. The Accounting Clerk 1 is responsible for assisting in the processing of accounts payable. The Accounting Clerk 1 is responsible for assisting in the procurement and purchasing process. The Accounting Clerk 1 assists the department with other duties as needed. The Accounting Clerk 1 must be proficient in Microsoft Excel and be comfortable using technology.

**Below is the framework of the essential duties assigned to this position; however, please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.**

### **PRIMARY/ESSENTIAL DUTIES AND RESPONSIBILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **1. Assist in the Processing of Participant Timesheets.**

##### Supporting Skills

- Verify and calculate hours and amounts to be paid on timesheets.
- Assign appropriate workman's compensation code and calculate amount.
- Determine the funding source and eligibility of needs based payments and transportation assistance based on the participant's Support Services Assessment form.
- Trace participant timesheets in Excel ensuring no duplicate payments or overpayments.
- Verify signatures and comments on timesheets.

#### **2. Assist in Processing Participant Payments.**

##### Supporting Skills

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- Update vendor lists.
- Input timesheet information into software, post information to accounts payable and the general ledger produce necessary reports, and generate payments.
- Input support services payments into Excel.
- Coordinate with other departments as needed.
- File processed timesheets.

**3. Assist in Processing On the Job Training (OJT) Timesheets.**

Supporting Skills

- Review, verify, and approve payment for timesheets.
- Track contracts.

**4. Assist in Processing Sub-Recipients Invoices.**

Supporting Skills

- Review and verify sub-recipient invoices.
- Track sub-recipient contracts.
- Submit verified invoice for payment

**5. Assist in the Processing of Accounts Payable.**

Supporting Skills

- Input invoice coding into accounting software
- Input support services payments into Excel
- Input ITA payments into AJC
- Make necessary copies

**6. Assist in the Procurement and Purchasing Process.**

Supporting Skills

- Make local purchases
- Responsible for returning purchases when necessary
- Acknowledge and receive merchandise
- Assist in the processing of purchase requisitions
- Assist in the preparation of purchase orders

**7. Assist in Other Accounting Duties.**

Supporting Skills

- Acknowledge receipts and make deposits
- Deliver draw down requests to Yuma County and pickup checks
- Assist in tracking providers' participants
- Departmental filing
- Other duties as assigned

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**CORPORATE VALUES**

**Integrity:**

- Be a responsible corporate citizen committed to the health & safety of others, compliance with laws, regulations, and company policies;
- Behave in a businesslike manner demonstrating mature, professional actions;
- Be fair, honest, trustworthy, respectful and ethical in all engagements;
- Honor all commitments;
- Be accountable for all actions, success and failures.

**Teamwork:**

- Be committed to the common goal;
- Perform tasks in a manner that benefits the entire organization;
- Openly communicate up, down, and across the organization;
- Value the diversity of our workforce;
- Show willingness to make adjustment in schedules, and maintain openness to others' ideas of working approaches;
- Willingly share your resources.

**Performance/Initiative:**

- Focus on what is important, perform careful and thorough work;
- Establish and communicate clear expectations;
- Relentlessly pursue success;
- Strive for flawless execution;
- Work hard, celebrate successes and learn from failures;
- Remain flexible, adapt to change and balance multiple priorities;
- Continuously look for ways to improve self, services and processes;
- Technical and Job knowledge; how well you demonstrate the understanding, knowledge and technical skills required for your job.

**Learning:**

- Commit to develop and improve throughout your career;
- Actively seek ways to build upon your capabilities;
- Learn from sharing past decisions and actions both good and bad to continuously improve performance;
- Demonstrate a willingness to use new and different approaches in completing tasks and offer resourceful solutions;
- Use creativity and imagination to develop new ideas and approaches;
- Improve by benchmarking and adopting best practices.

**Corporate Level Contribution:**

- Perform tasks in a manner that benefits the entire organization;
- Seek to consistently improve quantity, quality, accuracy and efficiency;
- Look for small improvements as well as major improvements;

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- Identify and eliminate unnecessary work and non-value added activities;
- Optimize time and resources;
- Teamwork: how well you work with others and fit into the corporate culture.

**Customer Service:**

- Anticipate the needs of those served, and demonstrate true caring;
- Deliver the very best every day to make a difference;
- Continuously look for ways to improve self, services and processes;
- Demonstrate a positive attitude;
- Make and cheerfully spend time to consistently exceed clients' and colleagues' expectations;
- Show humility for the role played in the lives of others;
- Respect co-workers (by being on time, not using sarcasm, etc.), and appreciate similarities & differences of each employee.

**CORE SKILLS**

**Language:**

- Communicating: Communicating with others to convey information effectively.
- Comprehension: The ability to understand information and ideas presented (respond effectively to the most sensitive inquiries or complaints, effectively present information and/or respond to questions from groups of managers, clients, employers, customers, elected officials, and the general public).
- Speech Recognition: ability to identify and understand the speech of another person.
- Speech Clarity: ability to speak clearly so others can understand you.
- Writing: **The ability of communicating effectively in writing as appropriate for the needs of the audience.**
- Written Comprehension: ability to read and understand information and ideas presented in writing.
- Written Expression: The ability to communicate information and ideas in writing so others will understand (write clear and concise memoranda without close supervision).
- Reading Comprehension: Read, analyze, and interpret general instructions, technical procedures, and government regulations (understanding written sentences and paragraphs in work related documents).
- Fluency in the English language required.

**Mathematics:**

- Apply mathematical concepts such as addition, subtraction, multiplication, division, fractions, percentages, and ratios.

**Reasoning:**

- Problem Sensitivity: ability to tell when something is wrong or is likely to go wrong (does not involve solving the problem, only recognizing there is a problem).
- Deductive Reasoning: ability to apply general rules to specific problems to produce answers that make sense (solves practical problems, collect data, establish facts, and draw valid conclusions).

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- **Inductive Reasoning:** ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Critical Thinking:** use of logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Interpret a variety of technical instructions.

**Technology:**

- Demonstrate proficiency in Microsoft Excel.
- Demonstrate knowledge in computer software including but not limited to Microsoft Outlook and Microsoft Word.
- Knowledge of accounting software is a plus.
- Demonstrate proficiency on a 10 key calculator.

**Socioeconomic:**

- Maintain an awareness of socioeconomic factors bearing on unemployment, local labor community problems, and/or resources relating to the labor market.

**Supervisory:**

- **Active Learning:** Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Time Management:** Managing one's own time and the time of others.
- **Learning Strategies:** Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Has no direct supervisory responsibility.

**Interpersonal:**

- **Social Perceptiveness:** Being aware of others' reactions and understanding why they react as they do.
- **Service Orientation:** Actively looking for ways to help people.

**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.

- Effective communication skills;
- Use hands and fingers to operate keyboards and other office equipment.
- **Near Vision:** The ability to see details at close range (within a few feet of the observer).
- Lift at least 5 – 10 lbs.

**Other:**

- Must be detail-orientated.
- Must be organized.
- Demonstrate appropriate interpersonal skills to accomplish tasks.

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- Must possess or be able to obtain a valid AZ Level One Fingerprint Clearance Card
- Must possess a valid Arizona Driver's License, reliable transportation, and current liability insurance.
- Must clear a background check with Arizona Department of Child Safety
- Must demonstrate the Corporate Values of the organization and abide to all YPIC's policies

**EDUCATION AND EXPERIENCE**

Associates Degree in Business and two years of progressively responsible experience in accounting; or an equivalent combination of experience and education that would provide the knowledge, skills, and ability to perform the functions of the position, is required.

**WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is usually moderate for an office environment.

**HOW TO APPLY:**

Visit [www.ypic.com](http://www.ypic.com) YPIC Careers to download application. You may submit the application to [amcbride@ypic.com](mailto:amcbride@ypic.com) Please title the e-mail "Accounting Clerk Application"  
The position closes on October 1<sup>st</sup>, 2020 at Noon.

You may also submit the application in person or via regular mail: 3834 W 16<sup>th</sup> Street, Yuma, AZ 85364 Attention: Adriana McBride  
We open from Monday thru Friday 8:00a.m. to Noon and 1:00p.m. to 5:00p.m.