



Position Title: Accounting Clerk
Cost Center: Administration
Reports To: Controller
FLSA Status: Non-Exempt
Effective Date: 01/22/2016

Position Summary

The Accounting Clerk maintains accounts receivable, general ledger entries and assists with the preparation of financial statements on a monthly basis, in accordance with the scheduled closing process. This position provides direct support to the Controller. Duties include maintenance and reconciliation of accounts receivable, compile and prepare monthly journal entries and backup the Senior Accountant and Controller functions for month-end and year-end procedures.

Parker Ranch's Expectation of Employee

- ✔ Is committed to the company values and adheres to all Parker Ranch policies and procedures.
- ✔ Perform duties of your job and as assigned by Management.
- ✔ Maintain a positive and respectful attitude and conduct yourself with integrity and in a polite, professional manner treating customers and co-workers courteously and respectfully.
- ✔ Communicates regularly with Officers, Managers and Supervisors about division and department issues.
- ✔ Consistently be on time for work, meetings and appointments and deliver work projects by assigned due dates.
- ✔ Maintain assigned work areas in a clean and orderly fashion.
- ✔ Maintain and ensure the safety of all assigned equipment.
- ✔ Immediately report any safety, security, equipment and customer service problems.
- ✔ Perform all duties in conformance to appropriate safety and security standards.
- ✔ Meet productivity goals and quality standards as set by management.

Essential Duties & Responsibilities

- ✔ Prepare and reconcile accounts receivable such as rents, sales, towers, insurance reimbursements, fuel purchases, retiree recurring billings, employee receivables, intercompany transactions, etc.
- ✔ Input, post and reconcile daily cash receipts from all divisions and companies.
- ✔ Monitor customer accounts for non-payment and delayed payment.
- ✔ Prepare and post recurring journal entries as assigned on the month-end checklist.
- ✔ Prepare and post other journal entries.
- ✔ Reconcile all intercompany general ledger accounts on a monthly basis and resolve differences.
- ✔ Prepare intercompany billing and payments and reconcile balances on a monthly basis.
- ✔ Prepare account reconciliations for assigned balance sheet accounts.
- ✔ Maintain documentation for job cost projects prior to completion.
- ✔ Monitor, enter and track all fixed assets for all companies.
- ✔ Enter asset information into subsidiary ledger.
- ✔ Record asset additions, deletions, and depreciation expense in the general ledger and reconcile to the subsidiary ledger.
- ✔ Ensure that appropriate lives and depreciation methods are assigned for all fixed assets.
- ✔ Assist in periodic physical inventory counts of fixed assets.
- ✔ Maintain schedules for prepaid expenses and/or accruals and reconcile to the general ledger and make appropriate entries to the general ledger.
- ✔ Assist with preparation of periodic tax and regulatory reports as requested.



- ✔ Prepare data for external auditors and support their activities to issue annual audited financial statements.
- ✔ Assist in month- and year-end close activities as requested.
- ✔ Relieve Front Desk Receptionist on an as-needed basis.
- ✔ Relieve Accounts Payable Coordinator on an as-needed basis.
- ✔ Assist with the ongoing effort to streamline and better the current accounting processes.

Other Duties/Functions

- ✔ Maintain records and files for archive.
- ✔ Perform clerical functions, as assigned, due to personnel absences or heavy workloads.
- ✔ Perform other corporate administration functions as required.
- ✔ Other duties as assigned.

Personal Development

- ✔ Participate in continuing education activities.
- ✔ Maintain active membership in appropriate professional organizations.

Qualification/Requirements

- ✔ Ability to organize and prioritize to meet deadlines.
- ✔ Must be flexible.
- ✔ Proficiency with spreadsheet and word processing software and accounting programs.
- ✔ Ability to effectively operate office equipment, to include desktop computers, calculators, printers, copy machines and telephones.
- ✔ Ability to communicate and work well with management and employees.
- ✔ Strong verbal, written and interpersonal skills.
- ✔ Good attitude; must be a team player.

Special Requirements

- ✔ Work requires continual attention to detail, establishing priorities, and meeting deadlines.

Education/Training

- ✔ Associates degree in Accounting or Business Administration; or equivalent education or experience.
- ✔ Three or more years of general accounting experience.

Beneficial Skills & Experience

- ✔ Three or more years GAAP financial statements accounting experience.

Physical Demands/Working Conditions

The physical demands & work environment characteristics 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.