

Senior Accounting Clerk - Job Standards

Job Standards include: (Note: this is a representative list only - complete list provided with purchase)

KNOWLEDGE OF WORK:

- Operates PC and other office equipment
- Knows most accounting functions
- Backs up accounting supervisor, payroll clerk and checking account clerk
- Knows organization services and products
- Has a complete and thorough knowledge of financial institution philosophy

QUALITY OF WORK:

- Maintains subsidiary ledgers with 0-2 monthly errors
- Collects NSF (dishonored checks) items within average of 2 days or refers to collections
- Pays all invoices by due date
- Has no more than 1 customer complaint per 6 months

QUANTITY OF WORK:

- Reconciles bank statements by end of each month
- Provides information for financial reports with 5 business days of month end - 5 out of 6 months

JUDGEMENT:

- Knows when to refer difficult situations to supervision
- Knows how to recognize unusual items on Visa billing, income expenses, bank statements, etc.
- Knows when and how to cross sell products
- Always thinks before speaking