

Job Description and Standards of Performance

<u>Position Title:</u> Clerk III	<u>Affiliation:</u> PNG
<i>Specialization:</i>	
<u>Department:</u> Accounting	<u>Department #:</u>
<u>Date Updated:</u> 5/23/07	<u>Updated by:</u> Millett
	<u>Job Code #:</u>

Position Purpose/Objective:

To support the finance department in the following areas: Following established procedures to code, process, batch, key and balance payments, credits and adjustments, etc. Researches issues regarding various checks, credit balances, etc. and resolves customer questions as needed.

All core duties are listed before supporting duties. The relative importance of duties relates to the anticipated impact of that duty to the business, department, customer, and/or product.

Position Duties	Meets Expectations When:
Codes and processes: *credit card payments and declines daily *cash receipts *circulation PBM's *electronic customer payments CORE	All work is processed through the correct business equipment daily. Work is delivered to the appropriate person for data entry or filed as applicable. Work is accurate and timely.
Batches and keys: *circulation PBM's *advertising cash into system *advertising credits and adjustments *Payroll *Accounts Payable *cash payments for dealers *circulation adjustments for subscriptions, carriers and dealers *Retiree insurance CORE	All work is batched and keyed accurately and in a timely manner to the correct business system.
Balances: *daily work to money received *cash box *circulation scanner returns *insurance figure to receivable log CORE	Work is accurately balanced daily to independent source.

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<p>Reviews queues and releases ads (prepaid) and verifies advertising system prepaids.</p> <p>CORE</p>	<p>Paid cash ads are entered accurately and processed through the cash register. Advisor is notified if money is not received.</p> <p>Review prepaid ads from Advertising system report to be sure they are paid through the cash office. Runs Advertising system prepaid report and killed ads report for refunds. All processes are performed in a timely and accurate manner.</p>
<p>Conducts research including:</p> <ul style="list-style-type: none"> *miscellaneous checks *credit balances on AR *other miscellaneous questions <p>CORE</p>	<p>All questions and problems are researched and resolved or forwarded to the appropriate person in a timely and courteous manner. Necessary research is completed with the appropriate business system.</p>
<p>Provides excellent customer service to both internal and external customers.</p> <p>SUPPORTING</p>	<p>All customers, internal and external, are assisted timely in a courteous, professional and timely manner.</p>
<p>Documents job policies and procedures.</p> <p>SUPPORTING</p>	<p>Job policies and procedures are documented and kept current. (Procedures are updated no less than quarterly.)</p>
<p>Follows policy regarding financial record retention.</p> <p>SUPPORTING</p>	<p>Possesses knowledge of current policy in respect to daily work. Maintains stored records according to the policy and properly and visibly marks records for destruction. Follows policy for record destruction.</p>
<p>Uses available technology to support efforts as needed.</p> <p>SUPPORTING</p>	<p>Possesses adequate knowledge of all pertinent software/systems necessary to perform duties efficiently.</p>
<p>Other related duties as assigned.</p> <p>SUPPORTING</p>	<p>Additional duties are performed as assigned in a timely and accurate manner.</p>

Required Education and/or Experience/Knowledge:
 High School graduate or equivalent.

Required Skills:
 Customer service skills.
 Organization skills and ability to prioritize.

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Excellent communication skills, both verbal and written.
Ability to work at a fast pace in a team environment.
Working knowledge of PC's, MS office and similar software.
Excellent data entry skills.
Knowledge of basic accounting skills.
Use of discretion when working with highly confidential information is essential.

This position reports to:
Controller or Accounting Manager