

Job Description and Standards of Performance

<u>Position Title:</u> Clerk V	<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: Coordinating and overseeing the billing, AR, cash and credit functions. Researching, analyzing and resolving of higher level issues in regard to the above areas. Analyzes and reconciles GL accounts. Runs regular statistical accounting reports and develops additional reports as required. Maintains accounting tables and rates in billing and front-end systems and assists IT in developing/maintaining interfaces, system implementations, upgrades, etc. Provides support to external auditors. Interfaces with customers (internal and external) to resolve issues.

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:
Coordinate and oversee: Billing Circulation AR Advertising AR Cash Credit CORE	All related functions are completed by established deadlines. Provide direction and support to ensure various functions are performed efficiently and accurately. Works effectively with outside collection attorneys when necessary.
Balances the advertising billing system at month end before running statement processing. CORE	System is balanced accurately, discrepancies identified and resolved prior to giving authorization to billing team to proceed with statement processing.
Analyzes systems issues, conducts research and answers questions. CORE	Analytical approach is efficient (i.e. knows what questions to ask and where to go to find the answers). Possesses thorough understanding of applicable systems and how to research in those systems. All questions and problems are

Portland Press Herald
EST. 1862
Maine Sunday Telegram

	<p>researched and resolved in a timely, courteous, and professional manner. Accounts are reconciled and proper analysis is documented and maintained. Research results are accurate.</p>
<p>Analyzes assigned general ledger accounts and prepares reconciliations.</p> <p>CORE</p>	<p>Account is reconciled on time and accurately. Possesses a working understanding of debits and credits and the general ledger. Reconciliation of assigned GL accounts are accurate and supported with necessary back-up.</p>
<p>Maintains billing and front-end system accounting tables and advertising rates.</p> <p>CORE</p>	<p>All tables are current. Changes are analyzed and appropriate changes are made to all necessary tables. These entries are processed on time and accurately.</p> <p>Enter all new advertising rates by deadline. Maintain all rates throughout the year by keeping rate files current and inputting new approved rates in all advertising systems.</p>
<p>Runs statistical accounting reports for senior management. Such reports may include, but are not limited to:</p> <p>Average rates NENA Contract performance</p> <p>CORE</p>	<p>Possesses knowledge of and efficiently uses applicable systems to run reports. Possesses understanding of lineage, copies, revenue, and contracts. Reporting is valid and accurate.</p>
<p>Works on projects and participates in meetings regarding Billing, Circulation AR, Advertising AR, Cash, or Credit.</p> <p>SUPPORTING</p>	<p>Participates actively on projects in a team environment. Comes to meetings prepared and participates actively.</p>
<p>Develops reports, procedures, and system documentation. Interprets data needs. Designs reports using billing systems, report writers, and other reporting tools.</p> <p>SUPPORTING</p>	<p>Reports are valid and accurate and developed in a timely manner. Collaborates effectively with IT staff on reporting needs requiring programming.</p>
<p>Works with financial and ABC auditors</p>	<p>Possesses adequate understanding of</p>

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by answering questions and providing supporting backup for documentation from various systems and files. SUPPORTING	information to answer questions accurately. Assistance and information is provided in a timely and accurate and cooperative manner.
Provides assistance in system implementations, upgrades, interfaces and new releases. Implements system test plans. SUPPORTING	Prepare reasonable timelines and effective and thorough test plans. Work on team to install, test and implement new systems, upgrades, and/or new releases.
Provides excellent customer service to internal and external customers. SUPPORTING	All customers, internal and external, are assisted in a timely, courteous and professional manner.
Documents job policies and procedures. SUPPORTING	Job policies and procedures are documented and kept current. An in-depth understanding of workflow is necessary. (Procedures are updated no less than quarterly.)
Follows policy regarding financial record retention. SUPPORTING	Possesses knowledge of current policy in respect to daily work. Maintains stored records according to the policy and properly and visibly marked for destruction. Follows policy for record destruction.
Uses available technology to support efforts as needed. SUPPORTING	Possesses adequate knowledge of all pertinent software/systems necessary to perform duties efficiently.
Other related duties as assigned. SUPPORTING	Additional duties are performed as assigned in a timely and accurate manner.

Required Education and/or Experience/Knowledge:

High School graduate or equivalent required and some related college courses preferred, or two years related experience in lieu of college.

Required Skills:

- Excellent customer service skills.
- Organization skills and ability to prioritize.
- Excellent communication skills, both verbal and written.
- Ability to work at a fast pace in a team environment.

Portland Press Herald
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Working knowledge of PC's, MS office and similar software.
Knowledge of general accounting policies and procedures.
Ability to work independently and follow through.
Must be detail -oriented and maintain a high level of accuracy.
Use of discretion when working with highly confidential information is essential.
Ability to work on a project team.
Effective problem-solving skills.

This position reports to:
Controller or Accounting Manager