



**Alaskan Copper & Brass Company
Human Resources
2958 6th. Avenue South
Seattle, WA 98134
(206) 382-7344**

We will be accepting applications for this job opening between the opening date and the closing date only from individuals who meet all of the requirements. If you meet these requirements, you are invited to complete an application form. If you do not meet these requirements, your application will be set aside.

If you do not meet these requirements but wish to apply for other job openings as they occur, which you may be qualified for, please call the ALASKAN JOBLINE, 24 hours a day at 382-8221

Date Posted: January 8, 2018
Closing Date: January 19, 2018

Job Title: General Accounting Clerk - Cash

Pay Rate: DOE

Hours of Work: 7:00 am to 3:45 pm

Location: 27402 72nd Ave S. Kent WA 98032

Job Summary:

Process a high volume of cash receipts on a daily basis and handle other general accounting duties.

Requirements To Be Considered For Position:

1. Application must be filled out completely by the Applicant.
2. Must be willing to comply with company rules and policies.
3. Pass a Pre-employment drug screen.
4. Meet all of the Required Essential Job Skills/Experience.

Required Essential Job Skills/Experience:

1. Strong data entry skills and 10-key by touch.
2. Must be detail oriented and extremely accurate.
3. Able to prioritize workload and multitask.
4. Must have good attendance record.

Required Essential Job Duties/Functions:

General Account Clerk - Cash
January 9, 2018

1. Enter and balance daily cash batches into the accounts receivable database.
2. Maintain daily reconciliation of accounts receivable.
3. Weekly accounts receivable adjustments.
4. Prepare miscellaneous cash receipts and bank deposits.
5. Process accounts payable and accounts receivable for property management company utilizing Yardi system.
6. Cross train and act as a backup for various positions in the Finance Department.
7. Assist in the mail room as needed.
8. Other duties as required.

Desired Essential Job Skills/Experience:

1. At least one year experience in General Accounting.
2. Yardi Property Management software experience.

Job Accommodations:

Considered on an individual basis.

Physical Requirements:

1. **This position requires the following in an 8-hour workday:**

<u>Total At One Time (Hours)</u>	<u>Total During Entire 8-Hour Day</u>
Standing: 1 to 1 1/2 hours	2 hours
Walking: 10 minutes	up to 2 hours
Sitting: 1 hour	4-5 hours

2. **Movement of objects and strength required for this job:**

<u>Lifting:</u>	<u>Carrying:</u>
Up to 5 lbs: FREQUENTLY (34-66%)	FREQUENTLY (34-66%)
6-10 lbs: OCCASIONALLY (1-33%)	OCCASIONALLY (1-33%)
11-20 lbs.: OCCASIONALLY (1-33%)	OCCASIONALLY (1-33%)
21-25 lbs.: OCCASIONALLY (1-33%)	OCCASIONALLY (1-33%)
26-50 lbs.: OCCASIONALLY (1-33%)	OCCASIONALLY (1-33%)
51-100 lbs.: NEVER	NEVER

3. **Required repetitive use of hands:**

Simply Grasping: YES
 Pushing & Pulling: NO
 Fine Manipulating: YES

4. **Repetitive Actions/Movements Involving the Feet:**

Right Foot: NO
 Left Foot: NO
 Both: NO

5. **Worker Positions Required in the Performance of this Job:**

Climbing: OCCASIONALLY (1-33%)
Bending: OCCASIONALLY (1-34%)
Kneeling: NEVER
Crawling: NEVER

Balancing: NEVER
Stooping: OCCASIONALLY (1-34%)
Crouching: OCCASIONALLY (1-34%)
Reaching: OCCASIONALLY (34-66%)

6. Sensory Requirements:

Talking and/or Hearing: YES

Seeing: Acuity:
Depth Perception: YES
Field of Vision: YES
Accommodation: YES
Color Vision: NO

7. Environmental Conditions That Are Found in the Work Site:

PHYSICAL SURROUNDINGS: Inside (75% of time)
 Outside (75% of time)
 Both (equal amounts)

TEMPERATURE: Cold (enough to cause bodily discomfort)
 Hot (enough to cause bodily discomfort)
 Variations (sufficient to cause bodily reactions)

WET: Contact with water and/or other liquids

HUMID: Moisture content sufficient to cause bodily discomfort

NOISE: Sufficient to require hearing protection

VIBRATION: Sufficient to cause repeated motion or continuous shock

HAZARDS: Risk of bodily injury present

FUMES: Smoke or vapors resulting from combustion or chemical reaction

ODORS: Toxic or non-toxic smells

- TOXIC CONDITIONS: — Exposure to disabling fumes, dusts, gases, vapors, mists or liquids that may cause bodily harm.

- DUST: — Small particles that may cause occupational disease

- POOR VENTILATION: — Exposure to drafts or insufficient movement of air