

JOB TITLE: JUNIOR ACCOUNTING CLERK

DEPARTMENT: GENERAL OFFICE

SUPERVISOR: ACCOUNTING AND COST ANALYST

HOURS OF WORK: 7:30 A.M. – 4:30 P.M.

FLSA STATUS: FULL TIME, NON-EXEMPT

UPDATED: 03/01/2025

This position is subject to RP&L Drug and Alcohol- Free Policy. This includes pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing and follow-up testing.

Duties will include tasks for Richmond Power and Light and Parallax. Typical performance duties include but are not limited to the following:

- A. Process all invoices, including verification of charges, approvals, etc.
- B. Ensure appropriate accounting entries on invoices, including interfaces.
- C. Monitor authorization statuses of invoices to certify timely payments to vendors.
- D. Contact vendors regarding invoicing issues, etc.
- E. Maintain vendor listing, including addresses, phone numbers, federal ID numbers and ACH information.
- F. Process accounts payable checks, investment, etc.
- G. Prepare vendor 1099 forms, including maintaining vendor W-9 forms.
- H. Issue Richmond Power & Light and Parallax W-9 forms to customers, as requested.
- I. Prepare non-operating customer invoices, statements, and write-offs timely.
- J. Provide requested documentation for audit purposes.
- K. Responsible for reconciling and maintaining petty cash.
- L. Maintain postage levels and usage documentation.
- M. Process payroll (during Senior Accounting Clerk's absence), including any employee changes, ensuring employees are paid accurately and on time.
- N. Assist with billing as needed.
- O. View and respond to work emails timely.
- P. Answer customer inquiries by telephone or email, take payments, etc.
- Q. Respond to online customer contact submissions.
- R. Sort and distribute daily incoming mail, as needed.
- S. Performs other tasks as requested to assure continuity of service in the General Office.

## **Background**

### **Confidentiality:**

There is some confidentiality involved in this position.

### **Contacts:**

This position will need to have the ability to manage a high degree of contact with vendors, customers, and company personnel.

### **Equipment:**

This position is expected to be knowledgeable with computers and keyboard, and business office equipment. Candidate should possess a valid driver's license and the ability to operate a motor vehicle.

### **Expenditures:**

All positions at RP&L are expected to operate within approved budgetary allowances and follow company purchasing policies.

### **Mental Application:**

This position requires the person to be courteous, friendly, and helpful at all times. Will be required to follow and conduct both written and verbal orders using good judgment and common sense. Requires adaptability to change and a desire to learn new skills and work with changing technology as required for the position. Candidate must be willing to (satisfactorily) complete all applicable training courses.

### **Physical Demands:**

The physical demands described here are representative of those which 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. While performing the duties of this job, the employee is required to stand, talk, hear, walk, sit, lift, pull, reach, stoop, kneel, crouch, and smell.

### **Responsibilities:**

This position is responsible for providing customer service to all customers in a courteous and professional manner. This person must be very flexible in their response to schedule changes that always allow adequate staffing levels.

### **Supervision:**

No immediate supervision is required.

### **Training:**

Must have successfully completed or be willing to successfully complete applicable training courses as required by the company.

### **Working Conditions:**

Most of the time will be spent indoors in an office environment. Occasionally, there may be a need to spend time in areas of high noise, dust, or a damp environment. Occasional travel (auto or air) with overnight stays may be required.

## **Back up**

Senior Accounting Clerk  
Accounts Receivable Clerk

## **Qualifications**

Candidate must possess a two-year degree in accounting, bachelor's degree in accounting preferred.

Knowledge of accounts payable and bookkeeping background preferred.

Candidate should possess skills in office-related work and have excellent telephone skills.

Must possess strong written and verbal communication skills.

Must be able to communicate well with customers, vendors, employees, and other individuals to convey information effectively.

Must be proficient with the use of computer software, including Microsoft Office products.

Must be familiar with office machines and office procedures, including recordkeeping and filing.

Must have the ability to quickly analyze, troubleshoot and make good, effective, and timely decisions.

Must have the ability to multi-task, organize and prioritize work.

Must be willing to successfully complete all applicable training courses (satisfactorily) as required by the company.

Must be psychologically able to manage the stress that accompanies deadlines, scheduling, and requirements.

Must be able to work without direct supervision, be self-motivated, to exercise initiative and good judgment, to readily assume responsibility and to make decisions within the scope of assigned authority.

Must be able to work independently as well as cooperatively with others for the mutual benefit of the Utility.

Must have the ability to foster good relationships with outside vendors, and other employees/departments and use tact in dealing with vendors, customers, and fellow employees.

Excellent customer service skills with the ability to interact with customers in a positive, congenial, and professional manner are required.

Must be efficient, well organized, and neat in appearance, professional, pleasant, and well mannered.

Must exercise a high degree of confidentiality.

Must be physically, mentally, and psychologically able to perform all the required duties.

Must have a valid motor vehicle operator's license.