

**Oklahoma Farm Bureau & Affiliated Companies
Job Description**

Job Title: Accounting Clerk		Department: Accounting	
Accountable to: Accounting Manager		Issued:	Revised: 5/17/2023
WC Code:	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Seasonal	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	Position Details: <input checked="" type="checkbox"/> Individual Contributor <input type="checkbox"/> Supervisor/Manager (direct reports)

Primary Purpose: Provide assistance to the Accounting Department by balancing reports, researching problems with reports and preparing various statistical reports.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Balance daily ledger cash accounts, for both PAC and SurePower systems. Research balance errors and post adjusting entries for corrections.
2. Prepare weekly "premiums written / losses paid," reports by verifying and posting details of business transactions, such as funds received and disbursed, and distribute to various personnel.
3. Enter "general journal" entries and "other income" documents into Accounting system.
4. Reconcile OFBMIC postage account and workers comp accounts.
5. Breakdown, sort, distribute, and maintain monthly accounting reports.
6. Distribute monthly financial statements and budget reports.
7. Make daily and monthly internet bank account transfers for account deposit and post necessary journal entries.
8. Worker is expected to maintain regular attendance.
9. Order supplies for the department.
10. Distribute mail
11. Perform any other duties requested by management or as needed.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies.

1. Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control.
2. Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.
3. Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
4. Business Acumen - Understands business implications of decisions.
5. Diversity - Shows respect and sensitivity for cultural differences.
6. Ethics - Treats people with respect. Works with integrity and ethically; Upholds organizational values.
7. Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
8. Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment.
9. Planning/Organizing - Prioritize and plans work activities; Uses time efficiently.
10. Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position
11. Quality - Demonstrates accuracy and thoroughness.
12. Quantity - Meets productivity standards; Completes work in timely manner.
13. Adaptability - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.
14. Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

15. Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or six months to a year related experience and/or training; or equivalent combination of education and experience.

- **Language Skills**
 - Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- **Mathematical Skills**
 - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- **Reasoning Ability**
 - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills**
 - Knowledge of personal computers and software is required.
- **Other Skills and Abilities**
 - 10 - Key skills and light typing required.
 - Some basic accounting skills (acquired either from work or school) is helpful.

Physical Demands

The physical demands described here are representative of those that 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 regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The worker is regularly in a typical office environment and is not subject to adverse environmental conditions.

The noise level in the work environment is usually moderate.