

# The Southern Baptist Theological Seminary

## Position Description

**Position Title:** Accounting Clerk – Retail

**Department:** 5<sup>th</sup> & Broadway

**Position Code:** I0453

**Date Prepared:** 1/6/14

**FLSA Status:**  Exempt  Non-Exempt

Full Time: Yes  No

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### **JOB SUMMARY:**

The Accounting Clerk will handle daily and monthly cash routines for Retail operations. The position will work to help prepare financial records for the accounting of Fifth and Broadway, Edgar's, and the Print Shop. The position will work closely with Accounting to make sure daily transaction reports are accurate and the month's books close without errors.

### **ESSENTIAL JOB FUNCTIONS:**

The employee in this position will have the following essential job functions:

- Complete Daily Transaction Reports
- Prepare billing for the month end
- Assist in reconciling inventory, mailing services, and petty cash
- Handle cash procedures for deposits with the Bursar's office
- Help in Customer Service backup when needed in the stores

Performs other duties as may be assigned by supervisor.

### **EDUCATION:**

The person in this position should have completed college courses in business or accounting.

### **EXPERIENCE:**

The person in this position should have previous experience in daily and monthly cash preparations for a business such as bookkeeping, daily transaction reports, or financial reconciliations.

### **SUPERVISION:**

The person in this position will supervise no one.

The person in this position will report to the Retail Manager.

### **WORK ENVIRONMENT:**

The person in this position will work in an office environment at a desk while also standing and walking to and from areas to collect and distribute paperwork.

**EQUIPMENT:**

The person in this position will use the following equipment: desktop computer, specifically Microsoft Office.