



- Ability to work independently with minimal supervision
- Ability to work in fast paced environment
- Ability to prioritize work and contribute where needed.
- Performs other duties that may be assigned.

#### QUALIFICATIONS:

- High school diploma with business education
- Accounting experience in an office environment preferred
- Computer skills in spreadsheet applications
- Regular attendance at work location
- Valid driver's license

#### LANGUAGE SKILLS:

- Ability to read and comprehend simple instructions, short correspondences, and memos. Ability to write simple correspondence. Ability to communicate effectively with all levels of people.

#### MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

#### REASONING ABILITY:

- Ability to establish priorities, work independently and proceed with objectives without supervision.
- Ability to handle and resolve recurring problems. Ability to work under pressure to meet deadlines.

#### OTHER QUALIFICATIONS:

- Ability to operate various office equipment to include a computer, multi-line telephone system, printers, 10-key calculator, copier, and FAX machine.
- Regular attendance at work location

#### 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 frequently required to sit. The employee is frequently required to talk and hear; use hand to finger; handle or touch objects, tools, or controls. Occasionally the employee is required to stand, walk, bend over, crouch, kneel, reach above shoulders. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include far and close vision, peripheral vision, depth perception and the ability to adjust focus. We require that the employee be physically present at the work site to effectively perform this job.

#### 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.

While performing the duties of this job, the employee has limited exposure to moving mechanical parts. The noise level in the work environment is usually moderate.

EOE