



## Rhode Island Airport Corporation

### EXTERNAL JOB POSTING PVN #2019-03

**Title:** Accounting Clerk  
**Department:** Administration and Finance  
**Reports To:** AVP Accounting  
**Pay Grade:** 316  
**Union Status:** Union  
**Shift:** 8:00am – 5:00pm

**SUMMARY:** Perform professional accounting work of a relatively complex nature. Responsible for maintaining, generating, tracking, analyzing and/or recording of: (1) Accounts Payable records (2) Accounts Receivable records (3) Tenant invoicing (4) Reconcile bank accounts (5) PFC Reports (6) Aviation registrations (7) Aviation Statistical Reports and (8) various other related accounting functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Include the following. Other related duties may be assigned.

Process vendor invoices, including matching invoices to purchase orders or check request and obtaining proper approvals for payment.  
Resolve purchase order discrepancies and review open purchase orders.  
Answer inquiries and questions from vendors.  
Maintain accounts payable records and files.  
Generate invoices, statements and credit memos for tenants.  
Apply cash receipts to open tenant invoices.  
Analyze aging reports for collections and pursue delinquent accounts for payment.  
Work with property management department to set up new leases, change existing leases and collect outstanding debts.  
Track aviation statistics for invoicing and compile various reports to the FAA and the media.  
Issue annual aircraft registrations and decals, and maintain related records.  
Prepare daily bank deposits and related documents.  
Maintain, reconcile and replenish petty cash fund.  
Reconcile bank accounts.  
Complete credit application forms.  
Correlate and distribute the monthly department budget package.  
Process manual checks for miscellaneous payments.

Prepare general journal, adjusting, reversing and accrual entries.  
Analyze general ledger accounts.  
Perform data entry, account inquiries and generate reports on computerized accounting system.  
Prepare and maintain computerized worksheets and supporting schedules which relate to job duties.  
Analyzes and prepares a detailed report of Corporation travel expenses for year end audit.  
File, mail and perform word processing related to the function.

**SUPERVISORY RESPONSIBILITIES:** None

**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.

A working knowledge of the principles and practices of accounting. Working knowledge of computers, accounting software and various related software such as Windows, Microsoft Office and Access to accomplish tasks. Should have a positive attitude and the ability to work well with tenants, vendors and co-workers. Effective written and verbal communications are required. Must be able to carry out oral and written directions.

**EDUCATION and/or EXPERIENCE:** Associate degree in accounting preferred. High school diploma with supplemental courses in accounting and computers acceptable. A minimum of two years experience in accounting is required. Or any combination of education and experience substantially equivalent to the foregoing.

**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.

Typing and computing, staring at a monitor and prolonged sitting, close attention to detail on accounting ledgers.

**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.

Work site is a cubicle delineated by portable dividers. Climate controlled office area.

Equal Opportunity/Affirmative Action/Americans with Disabilities Act Employer with a strong commitment to diversity. Rhode Island Airport Corporation does not discriminate on the basis of gender, disability, race, age, ethnicity, sexual orientation, political affiliation, marital status, national origin, veteran's status, or religion.