

Perform a variety of complex clerical accounting duties in support of purchasing and related accounts payable functions; process, audit, and record related transactions; maintain various financial and statistical records and files. Th_oi

Meet schedules and timelines.

Make mathematical calculations with speed and accuracy.

Operate standard office equipment including computer and assigned software.

Any combination equivalent to graduation from high school and two years of purchasing, clerical accounting, or related experience.

ENVIRONMENT:

Office environment.

Constant interruptions.

Working around warehouse environment near heavy equipment and dust.

Environmental hot/cold temperatures.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Bending at ex