

Job Title: Part-time Accounting File Clerk
Department: Finance
Reports to: Director of Finance and Analytics

FLSA status: Non-Exempt
Classification: Administrative
Supervises: None

Position Summary: The primary function of this position is to keep correspondence, invoices, receipts, and other financial records arranged systematically; sort and place records in proper files; retrieve records as requested; and data entry.

Qualifications:

- Associates Degree or higher.
- No Accounting experience required.
- Competency in Microsoft Office suite, primarily Word and Excel; QuickBooks experience is a plus.
- Excellent interpersonal and communication skills with the ability to work effectively as a member of finance team and multiple cross-functional project teams.
- Detail-oriented self-starter with the ability to prioritize projects, work within short time frames and meet deadlines.

Essential functions and responsibilities:

- Filing
- Data Entry
- Stuffing envelopes/attaching check stubs to invoices
- Getting invoices approved
- Printing invoices
- Payment inquiries

Nonessential functions:

- Interface with other departments, customers, and vendor representatives
- Responsible for effective communication levels and fosters team building
- Miscellaneous projects as assigned
- Perform other related duties as assigned
- Some lifting (25 lbs.)

Physical demands and work environment: The physical demands and work environment characteristics 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.

- Physical demands: While performing duties of job, incumbent is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Work Environment: The noise level in the work environment is usually moderate.

To apply: Submit your cover letter and resume to jobs@ragnarrelay.com



RAGNAR RELAY
12 South 400 West, 2nd Floor
Salt Lake City, Utah 84101
TOLL FREE: (877) 83-RELAY
OFFICE: (801) 499-5024
FAX: (801) 499-5023
[RAGNAR RELAY .COM](http://RAGNARRELAY.COM)

