
Accounting Clerk

SPAULDING CLINICAL aims to be the clinical research organization by which all others are measured. Pioneering in our approach to redefining how the industry perceives and achieves success; passionate in our pursuit of ingenious solutions that mitigate risk; loving in our care for our volunteers, customers and employees; and heroic in our ambitions to ensure the health and safety of people around the globe - Spaulding Clinical is taking *research beyond results* to create a marketplace of safer drugs.

Original Date: 07 May 2019

Revision Date: 11 Aug 2020

Job Summary:

The Accounting Clerk's focus will be to assist with transactional duties for accounts receivable, accounts payable, and cash and bank transactions. The accounting clerk will work with the other members of the Finance Team in a fast-paced business environment to work toward operational goals while maintaining quality and efficiencies.

Essential Duties and Responsibilities:

- Create and process all customer invoicing
- Produce timely and accurate invoicing of all pass-through expenses
- Track all customer receivables to ensure timely collection of invoices
- Process Accounts Payable invoices through financial accounting system
- Field phone calls and emails from vendors
- Scan and file accounts payable invoices and documents
- Complete and document purchasing's 3-way match system for necessary invoices
- Process employee expense reports accounting to corporate policies
- Assist accounting team in managing daily bank transactions
- Process all vendor payments via check or electronic transfers
- Maintains files, both hard and electronic copies, including filing of general ledger journal vouchers, accounts payable documentation, and other miscellaneous filings
- Assists Accounting Department personnel as needed.
- Completes special projects and miscellaneous assignments as required

The Statements made in the job description are intended to describe the general nature and level of work being performed by people assigned to this job. These statements are not intended to be an exhaustive list of all responsibilities, duties and skills required of people assigned to this job.

Skills/Qualifications:

- Able to maintain confidential information.
 - Ability to read, write, and interpret the English language.
 - Intermediate proficiency in Excel and Word.
 - Excellent Communication skills
 - Excellent time management skills, able to meet tight deadlines.
 - Attention to detail.
 - Work well in team environment.
 - Ability to problem-solve for irregular situations.
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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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit, stand, walk, reach with hands and arms, and use hands along with fingers, to handle or feel.
 - Ability to lift and/or move up to 25 pounds.
 - Specific vision abilities required by this job include clarity of vision both near and far.
 - Ability to identify and distinguish colors.
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Hazards:

- Potential for exposure to toxic or caustic chemicals
 - Potential for exposure to blood borne pathogens
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Education and Experience:

- 1-2 years' accounting experience (AP Clerk) preferred.
 - Associates' degree or equivalent combination of education preferred.
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Spaulding Clinical Research management has the discretion to hire personnel with a combination of experience and education which may vary from the above listed skills and qualifications.

This is to acknowledge that I have read and understand the above job description. This copy supersedes any others previously distributed. I further understand that Spaulding Clinical may

Job Description

change, add or delete any essential duties and responsibilities described at its discretion with or without prior notice.

Employee Name (Printed)

Date

Employee Signature