



TIKIGAQ Corporation
Office of Human Resources
2809 S. Lynnhaven Road
Suite 200
Virginia Beach, VA 23452
Telephone: 757-408-9811

ACCOUNTING SUPPORT CLERK	
Approved Date: July 2024	
Job Code:	FLSA : Non Exempt

JOB SUMMARY: Under general direction, compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES

Operate computers programmed with accounting software to record, store, and analyze information.

Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.

Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.

Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.

Operate 10-key calculators and copy machines to perform calculations and produce documents.

Receive, record, and bank cash, checks, and vouchers.

Comply with federal, state, and company policies, procedures, and regulations.

Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.

Code documents according to company procedures.

Reconcile or note and report discrepancies found in records.

Performs other duties as assigned.

KNOWLEDGE and SKILLS

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Knowledge economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- Knowledge of principals and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in verbal and written communication.
- Skill in mathematics to solve problems.
- Skill in managing one's own time and the time of others.

- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Skill in understanding the implications of new information for both current and future problem-solving and decision-making.

MINIMUM EDUCATION QUALIFICATION

Progressively responsible professional work-related experience, education, or training may be substituted on a year-for-year basis for college education.

MINIMUM EXPERIENCE QUALIFICATION

Non-supervisory - Two (2) years professional work experience in health education, health related research, and/or health related program development, implementation and evaluation. An equivalent combination of relevant education and/or training may be substituted for experience.

MINIMUM CERTIFICATION QUALIFICATION

Admitted to practice before the Alaska State, Federal District, and other appropriate courts.

PREFERRED EXPERIENCE QUALIFICATION

Experience in the XXX. Training or experience specific to worksite wellness programs is highly preferred, as is experience with implementation of systems change in worksite settings.

MINIMUM PHYSICAL REQUIREMENTS

The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to lift approximately 20 pounds.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

We are an Affirmative Action/Equal Opportunity Employer and employment selection decisions are based on merit, qualifications, and abilities. We do not discriminate in employment opportunities or practices on the basis of: race, color, religion, national origin, age, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by country, regional or local law.