



Date: 2025
Position Title: Accounting Clerk
Division: Finance
Level: Level 5 – Program Staff
FLSA Status: Non-Exempt
Reports To: Finance Manager
Primary Office: Bangor, Maine

Position Summary

The Accounting Clerk provides financial and administrative support to the Finance Department. The primary purpose of the position is to assist in the day-to-day accounting functions of Accounts Payable (AP), and Accounts Receivable (AR) along with general ledger analysis in accordance with generally accepted accounting and cost reimbursement principles related to federal and state regulations.

Essential Functions

- Manage day-to-day processes for Accounts Payable (AP) and Accounts Receivable (AR).
- Maintain accurate financial records and ensure compliance with internal policies.
- Prepare new and reconcile outstanding Purchase Orders (PO).
- Perform account reconciliations and general ledger entries.
- Assist in month-end procedures.
- Support the accounting department with various administrative and reporting tasks.
- Review and route invoices for approval.
- Review and process invoices with purchase orders, including attaching all supporting documentation to invoice.
- Code items such as invoices, vouchers, expense reports, check requests, etc., with correct account codes conforming to EMDC's standard procedures to ensure proper entry into the financial system.
- Communicate with vendors, customers and internal departments as needed including notification of payments, resolving discrepancies, and setting up new vendors in accounting system.
- Investigate and resolve problems associated with processing invoices.
- Prepare batch check runs, wire transfers, bank transfers and ACH payments.
- Prepare various status reports and monthly closings.
- Any other duties or responsibilities as assigned by the Finance Manager.

Job Requirements

- Requires strong knowledge of AR, AP and account reconciliation practices.
- Requires proficiency in accounting software and Microsoft Excel.
- Requires high level of attention to detail and strong organizational skills.
- Requires strong working knowledge of accounting practices and theory, grants management, and fund accounting.
- Requires use of accounting & grants management software, internet, electronic mail, and office productivity software, including spreadsheets and databases.
- Requires ability to: be exact or highly accurate; to meet strict deadlines; to work with others in a group or team; and to work with external customers or the public.
- Requires face-to-face discussions with individuals or teams, contact with others (face-to-face, by telephone, or otherwise), repeating the same physical activities or mental activities over and over, and working indoors in environmentally controlled conditions.
- Requires working with limited supervision.

Core Competencies

Computer skills – Skilled in the use of computers, adapts to new technology, learns new programs quickly, and uses computers to improve productivity.

Customer service – Handles customer and vendor questions and complaints, handles service problems politely and efficiently, always available during working hours for customers, follows procedure to solve customer problems, understands company products and services, maintains pleasant and professional image.

Dependability – Meets commitments, works independently, accepts accountability, handles change, sets personal standards, stays focused under pressure, and meets attendance/punctuality requirements.

Integrity/Ethics – Deals with others in a straightforward and honest manner, is accountable for actions, maintains confidentiality, supports company values, and conveys good news and bad.

Teamwork – Meets all team deadlines and responsibilities, listens to others and values opinions, helps team leader to meet goals, welcomes newcomers and promotes a team atmosphere.

Position Competencies:

Communication – Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, has good listening skills.

Customer Focus – Builds customer confidence, is committed to increasing customer satisfaction, sets achievable customer expectations, assumes responsibility for solving customer problems, ensures commitments to customers are met, solicits opinions and ideas from customers, responds to internal customers.

Decision Making/Judgment – Recognizes problems and responds, systematically gathers information, sorts through complex issues, seeks input from others, addresses root cause of issues, makes timely decisions, can make difficult decisions, uses consensus when possible, and communicates decisions to others.

Initiative – Tackles problems and takes independent action, seeks out new responsibilities, acts on opportunities, generates new ideas, practices self-development.

Job Knowledge – Understands duties and responsibilities, has necessary job knowledge, has necessary technical skills, understands company mission/values, keeps job knowledge current, and is in command of critical issues.

Listening Skills – Listens attentively to others, asks clarifying questions, actively listens, stays open to other viewpoints, and manages distractions and interruptions.

Problem Solving/Analysis – Breaks down problems into smaller components, understands underlying issues, can simplify and process complex issues, and understands the difference between critical details and unimportant facts.

Results Focus – Targets and achieves results, sets challenging goals, prioritizes tasks, overcomes obstacles, accepts accountability, sets team standards and responsibilities, provides leadership/motivation.

Education/Experience

Associate's degree in accounting (or related field) and 3+ years of hands-on accounting experience are required. Excellent written and verbal communication skills are preferred.

Working Conditions

General business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Work is generally performed in an indoor, professional office environment.

While performing the duties of this job, the employee is regularly required to sit and talk or listen and regularly required to use a keyboard for typing. The employee is often required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The employee must travel to different locations and must be able to provide own transportation.

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.

Disclaimer: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

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