



Burke Job Posting / Job Description

Position Title

PART-TIME Accounting Clerk – S.H. – Business Services – Lufkin, TX

Position Number

P #2259

General Description

The Accounting Clerk will perform general clerical duties, run basic business errands, and ensure accuracy of financial data inputs. In addition to filing, scanning, and assisting accounts payable and receivable departments, the successful candidate is expected to research, track, and reconcile accounts. Applicants must have exceptional communication, organization, and time management skills.

Education

Required: Graduation from an accredited high school or its equivalent.

Preferred: College level courses in general business or accounting.

Experience

Required: One (1) year of responsible clerical and/or accounting experience.

Required: Intermediate level of experience with Excel

Preferred: Three (3) years of responsible clerical and/or accounting experience.

Licenses/Certifications

Required: Valid Texas driver's license.

Physical Requirements

Required: Must use visual and motor skills to efficiently and accurately enter data; utilize computer and calculator; sit for long periods of time throughout the day; mobility required to bend, reach, lift up to 25 pounds, and must have legible handwriting.

Hours

Monday – Friday; 25-29 hours per week

Salary

\$12.00 an hour

Notice to All Prospective Burke Applicants

Burke does not discriminate on the basis of race; color; gender; sexual orientation; national origin; religion; age; mental, physical, or sensory disability, unless these are bonafide occupational requirements for a position.

Applications are now being accepted for the vacancies listed and will be accepted until these open positions are filled. Qualified applicants will be considered on a first-come, first-serve basis. All applicants for employment will be required to produce as a part of the application process, proof of employment authorization and positive proof of identification.

Acceptable proof of employment authorization includes:

- 1) United States Passport (with photograph)
- 2) Certificate of Naturalization
- 3) U.S. Birth Certificate
- 4) Resident Alien Card
- 5) Social Security Card
- 6) Driver's license with photograph
- 7) Other identification document with a photograph

Only applications submitted with a specific numbered position listed will be considered.

Physical requirements listed in positions will be discussed in detailed at time of interview.

Criminal convictions that would have relevance to the job being applied for may make you ineligible for employment in that position. The names of all prospective employees are cleared through the Texas Department of Public Safety to determine the existence of such records. Applicants for positions requiring driving must have driving records insurable by our insurance carrier. Driving records will also be checked through the Texas Department of Public Safety.