



Job Title – Data Entry/AP/AR Clerk Job Description

Department: Finance
Report to: Finance Manager

Pay Range: Two
Status: Hourly/Non-Exempt

Job Summary: Provide AP/AR data entry, clerical, customer service and administrative services in a timely manner and in compliance with established practices and policies

Essential Duties and Responsibilities:

Storewide

1. Abide by all WFC policies and procedures as outlined in the Employee Handbook and Policy & Procedure Manual.
2. Consistently and positively promote ownership and owner benefits.
3. Follow and ensure compliance with all safety practices and policies.

Customer Service

1. Exceed expectations of internal and external customers for service and provide a welcoming environment for all in accordance with WFC's customer service standards.
 - a. Resolve customer concerns.
 - b. Anticipate customer needs.
 - c. Promptly respond to requests for service and assistance.
 - d. Schedule and post electronically position hours to ensure availability of department support.
2. Treat all customers and co-workers fairly, consistently and with respect.
3. Engage in creating and maintaining a positive, ethical and productive department and workplace that contributes to achieving progress on WFC's ENDS.

Job Specific

1. Complete daily data entries in a timely manner and in compliance with established practices and policies.
2. File and scan documents (e.g., invoices and records)
3. Enter, post, and process vendor invoices and payments
4. Process accounts receivable in a timely manner and in compliance with established practices and policies.
5. Process employee payroll records in a timely manner and in compliance with established practices and policies.
6. Clean department shelving, equipment, storage areas and office areas in compliance with established practices; communicate and document any equipment maintenance or safety concerns to Department Manager.
7. Perform other tasks as assigned by Department Manager.

Knowledge, Skills, Abilities

Preferred Knowledge, Skills and Abilities

- Experience using an electronic payroll system
- 1-3 years of data entry experience 10 key proficiency
- General accounting experience including accounts receivable and accounts payable
- Applicable degree/certification

Essential Knowledge, Skills and Abilities

- High school diploma or GED
- Experience with bookkeeping, electronic accounting systems
- Computer proficiency, e.g., keyboard experience, email, EXCEL, data base management
- Ability to follow through on systems and procedures
- Outstanding customer service skills
- Attention to detail and good organizational skills
- Ability to handle multiple demands, work under time pressures and meet deadlines
- Personal integrity to handle confidential information
- Willingness to be open, to learn and to take on new responsibilities
- Demonstrate objectivity, neutrality and calmness under pressure
- Ability to work efficiently in a fast-paced environment
- Ability to prioritize tasks
- Effective communication skills in English
- Regular, predictable attendance
- Available to work evenings, weekends, holidays

Work Environment:

1. Occasional Exposure
 - a. Crowded work environment
2. Frequent Exposure
 - a. Change in room temperatures due to proximity of entrance/exit doors
 - b. Carts, pallets, and hand trucks moving in and out of storage/retail areas and in and out of freight elevator
3. Constant Exposure
 - a. Background music and in-store pages
 - b. Food odors, grain and spice dust, food allergens

Essential Physical Requirements

1. Ability to frequently lift and move up to 25 lbs. throughout shift
2. Ability to stand, walk, squat, bend, sit, balance and rotate body
3. Ability to safely use sharp cutting instruments
4. Use of hands and feet to operate machinery such as computer keyboard, adding machine, copier

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or the work environment change.