



POSITION GUIDELINE

POSITION: Accounting Technician

DEPARTMENT: Accounting

REPORTS TO: VP of Finance

DATE PREPARED: June 15, 2005

BRIEF DESCRIPTION OF RESPONSIBILITIES

- Ensure all work is performed in accordance with Company safety guidelines, safe work practices and job procedures.
- Responsible to post supplier invoice information to purchase orders on a timely basis.
- Responsible to update purchase order information to Accounts Payable on a timely basis.
- Responsible to post supplier invoice information to Accounts Payable on a timely basis.
- Responsible to research accounting data as required by Controller.
- Responsible to reconcile supplier statements monthly.
- Responsible to ensure accounting information is duly authorized and controlled.
- Responsible to perform financial month-end functions including but not limited to:
 - Reconcile, print and electronically file all accounts payable information
 - Perform monthly margin calculations and review of accounts receivable
 - Review and reconcile general ledger accounts
 - Prepare working paper documentation and maintain records for accountants
- Prepare invoicing as directed by Controller
- Responsible to provide support in area of ISO administration as required by ISO Coordinator.
- Provide reception administrative support during holidays and absences
- Maintain appropriate confidentiality of Company, employee, customer and supplier information.

We will provide the resources and the framework for our employees to do whatever it takes to get the job done. Each employee is expected to act within the scope of this guideline but also be flexible in the performance of his or her duties in the JNE environment.

DESIRED QUALIFICATIONS

- Successful completion of a secretarial or administrative program or equivalent experience
- Demonstrated ability to successfully multitask in a busy environment
- Good operating knowledge of Microsoft Office
- Typing speed – 50 WPM accurately
- Good interpersonal and communication skills (both written and verbal)

EMPLOYEE ACKNOWLEDGEMENT:

DATE:

APPROVED BY:

DATE: