

# ACE DISTRIBUTING

<b>POSITION:</b>  <b>SETTLEMENT CLERK</b>	<b>DEPARTMENT:</b> ACCOUNTING <b>REPORTS TO:</b> Sr. ACCOUNTING MANAGER <b>STATUS:</b> NON - EXEMPT <b>DATE:</b> 7/10/18
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Compile and process all necessary supplier and customer information for payments in compliance with company policies, PLCB laws, and audit standards. Perform task accurately and timely to meet department deadlines. This position requires an energetic, highly motivated, and detailed oriented individual with a willingness to take on new responsibilities as directed by the Senior Accounting Manager.

## **WHAT WILL I BE DOING?**

***In your role as Settlement Clerk, you will be part of our success by:***

- Provide a consistent, positive image of Ace Distributing, its executives and employees to both in-house and outside public.
- Coordinating and communicating pertinent information with department manager, team members and other departments within the company.
- Daily driver check in and reconcilements.
- Processing customer transactions & daily deposits in accordance to procedures and policies.
- Maintaining and tracking accounts receivables for all customers, including escrow accounts, and processing all returned checks according to company procedures and PLCB laws.
- Processing invoice and EFT supplier notifications.
- Processing pertinent information and payments for supplier and wholesaler transactions, ensuring accuracy of purchase orders for inventory, pricing and billable coding.
- Performing administrative support tasks, filing and maintaining records according to company policy and PLCB compliance.
- Assist and support Accounting department as needed.
- Assisting with the preparation of ad hoc and other internal reports.
- Maintaining accounting controls by following policies and procedures.
- Protecting organizations value by keeping information confidential and secure.
- Participating and contributing to process improvement initiatives.
- Must comply with schedule identified by manager
- Must comply with other duties as assigned by manager. Perform all duties in conformance to appropriate safety and security standards

## **WHAT DO I NEED TO DEMONSTRATE?**

***As well as a strong desire to learn and succeed in this position you must be able to meet the following requirements:***

### **Required:**

- Experience: One (1) year relevant work experience, or any equivalent combination of education and experience that demonstrates the ability to do the job...
- Specific Skills: Accuracy, good communication skills, analytical, critical thinking, problem solving, self-motivation, detail-oriented, time management, multi-tasking skills and the ability to work in a team environment and independently are required. Excellent organizational and record keeping skills with the ability to prioritize and handle multiple projects with accuracy. Position also requires reliability, flexibility and responsibility.
- Specialized Knowledge, Licenses, etc.: Identify and utilize resources to find a solution. Perform effectively under frequent interruptions and complete work in a timely manner. Employee should have proficient math, reading, writing and grammar skills, as well as Microsoft Office (Word/Excel/Outlook).

### **Preferred:**

- Basic Accounting knowledge.

## **WHAT ELSE DO I NEED TO KNOW?**

- The job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description and other duties as assigned, might be part of the job. This job description does not constitute an employment contract; the employment relationship between Ace Distributing and the employee is an at-will relationship.

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*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, ethnicity, disability, religion, national origin, gender, gender identity, gender expression, marital status, sexual orientation, age, protected veteran status, or any other characteristic protected by law. Where required by state law and/or city ordinance; this employer*

*will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.*

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PRINTED NAME AND SIGNATURE

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DATE