Job Description

**Distillers Accounting Clerk**

* **Purpose of Job:**
	+ Accurately reconcile all daily transactions of inbound and outbound shipments.
	+ Assist distiller’s Merchandiser in all aspects of distiller contracting, accounting and daily operations. Assist with WPT accounting and operations.
	+ Maintaining an organized filing system which includes invoices, contracts, reports and payment receipts.
	+ Provide administrative and customer support to Commodity Managers.

Serves as the receptionist for the office.

* **Organizational Relationships:**
	+ Direct Supervisor: Chief Financial Officer
	+ Functional Supervisor: Distillers and Logistics Manager
* **Duties and Responsibilities:**
	+ As one of the first contacts for many visitors to WPE, projection of an image which exemplifies the high standards necessary to accomplish the goals and objectives of WPE is essential for this job. Neat appearance and dress are a key element of that image.
		- Answer and direct inbound phone calls.
		- Receive and direct visitors and clients.
	+ General clerical duties including photocopying, faxing, mailing and emailing.
	+ Assist in maintaining all trucking paperwork required by Federal Motor Carrier Administration. Updating the following information but not limited to:

Fleet and driver list, 2290’s, IFTA, maintenance and fuel records, logbooks and timecards, roadside inspections, medical cards, etc.

Attend training as necessary to stay well informed & updated on current and new trucking regulations.

* + Compile payroll information for trucking employees and transfer accurate information to Payroll Dept.
	+ Must be respectful to all truck drivers, vendors and all other plant personnel.
	+ All process and personnel information concerning WPE and WPT is to be kept confidential.
	+ Maintain clean and neat working environment.
	+ Become fully cross trained in other Accounting Clerk positions as well as scale operations.
	+ Other duties not listed herein, but which need to be accomplished to maintain safe and timely day-to-day operations for the company.
* **Qualifications:**
	+ Clear Communication skills – written and verbal.
	+ Ability to Plan, organize, adapt and prioritize.
	+ Attention to detail and accuracy.
	+ Customer service orientation.
	+ Ability to work independently and as a team.
	+ Computer and telephone skills
	+ Demonstrates willingness to learn.
	+ Demonstrates and maintains a courteous, cooperative and helpful demeanor.
* **Physical Requirements:**

Prolonged periods sitting/standing at a desk and working on a computer.

Must be able to lift up to 15 pounds at a time.

* **Education and Experience:**

High School Diploma or equivalent required.