

**Job Title:** Bookkeeper  
**Location:** Cam-Tel Company, Camden, AR  
**Department:** Customer Service / Administrative  
**Reports To:** Area Manager

## **SUMMARY**

Bookkeeper records payments to the customers' accounts, maintains accounts receivable, and other duties as they are assigned.

## **ESSENTIAL DAILY DUTIES**

- Assures all company and customer monies are secured at all times.
- Prepares cash deposits and completes the cash recap sheet.
- Balances cash drawers, records overages and shortages, and provides copies as required.
- Posts checks received through the night drop, lockbox, and mail.
- Ensure that all batches that have been closed are posted in ICOMS by the end of the day.
- Enter finalized daily recap in Treasury Tracker.
- Files check stubs and processed deposit slips.
- Maintains and files daily, weekly, and monthly balancing reports as required.

## **ADDITIONAL RESPONSIBILITIES**

- Exchanges small currency for larger currency in petty cash to assure adequate change is available for normal business operations.
- Complies with all company cash control policies. Including the submission of the petty cash report to Corporate for reimbursement as required.
- Obtain and mail requested copies of customer invoices.
- Submit month-end balancing and required documents to corporate and the accounting department.
- Research and process customer claims of misapplied payments to the customers' account.
- Maintain, enter, and purge draft card files. Also, (as needed) contact customers concerning updating their credit card information using the "Expired Credit Card Report".
- Follow company procedures in reference to returned checks. Also, rejected credit card drafts and credit card chargebacks. This includes filing with the Prosecuting Attorney if necessary.
- Process refunds to credit cards and electronic checks through Cybersource as required.
- Follows necessary procedures related to bankruptcy accounts.

- Follows necessary procedures related to maintaining and updating the collection agency of any changes to bad debt accounts to ensure that they balance on collection. (Site matches updates on the Daily Recovery Journal).
- Assists management with special projects, capital projects, Smarter Track Tickets, and refund report.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma/GED or two years related work experience.
- Proficiency in Microsoft Office 2010 or higher.
- 10-Key by touch.
- Type a minimum of 300 characters per minute.
- Minimum 30 words per minute after corrections.
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Write routine reports and correspondence.
- Communicate effectively before groups.
- Add, subtract, multiply and divide in all units of measure (whole numbers, fractions, and decimals).
- Apply common sense understanding to carry out instructions furnished in oral, written, or diagram form.
- Be a problem solver involving several different concrete variables in standardized situations.

## **PHYSICAL DEMANDS**

The physical demands describe below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Required to sit.
- Use hands to finger, to handle or to feel.
- Reach with hands and arms.
- Occasionally must stand, walk, climb, balance, stoop, kneel, crouch, or crawl.
- Regularly lift and/or move up to ten pounds.
- Frequently lift and/or move up to 25 pounds.

- Specific Vision Requirements – close vision, color vision, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals.

- Regular business hours (except for special requests made by management).
- Smoke Free Environment.
- Drug Free Environment.
- Moderate noise level

## **OTHER**

- Successful candidate must pass random drug screenings throughout employment.
- Smokers Need Not Apply
- Candidate must have reliable transportation to get to and from work.

**NOTE: These lists of essential functions and requirements for this position are not exhaustive and may be supplemented as necessary.**

**Please send resume to:**

**Cam-Tel Company  
ATTN: General Manager  
P.O. BOX 835  
Camden, AR 71711**

**OR**

**Apply online at the link below:**

<https://jobs.wehco.com/application/cable/>

**CAM-TEL COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER.**

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