

DOMINION TRANSMISSION, INC. AND DOMINION HOPE

JOB DESCRIPTION

TITLE: Accounting Clerk

CODE NO.: 55520

GRADE: 009

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Perform a variety of clerical accounting duties as assigned in the preparation, processing and maintenance of required Financial Management Department records, statements, reports, ledgers, etc.

ASSIGNED DUTIES:

1. Perform any combination of the following, or similar, clerical accounting duties as assigned to accomplish desired objectives:
 - a. Verify and process accounting documents, records, and reports as assigned including accounts payable functions of processing bank wires and disbursements.
 - b. Prepare and maintain detailed records and reports pertaining to investment, depreciation, depletion, amortization, statistics, etc.
 - c. Verify daily financial transactions and maintain receipts, disbursement and subsidiary ledgers and other related records.
 - d. Analyze, complete, and perform data entry of source documents to assure proper entries to accounting records and coding for budget control purposes.
 - e. Bill outside parties in accordance with applicable contracts, agreements, or Company procedures.
 - f. Investigate and correct errors in connection with assigned duties including receiving phone calls for accounts payable hotline, research and return calls to vendors.
 - g. Create and maintain capital, capital-billable, retirement, retirement billable, non-capital and intercompany projects.

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2. Prepare or verify regular and special financial, statistical and other reports and statements as required.
3. May assist in training other employees in the performance of assigned duties.
4. Perform other related clerical accounting duties as assigned and operate various office machines such as adding machine, calculator, typewriter, word processor, personal computer, computer terminal, etc.

NOTE: See Appendix No. 5 - Clerical Testing.