

# Shasta-Sustainable Resource Management, Inc.

**Job title:** FUEL ACCOUNTING CLERK

12/12/25

**Work Location:** 20811 Industry Road, Anderson, CA 96007

**Department:** Administration

☒ **Full-time**  
☐ **Part-time**

☐ **Exempt**  
☒ **Nonexempt**

## Essential Functions:

This employee assists with clerical and administrative functions related to fuel accounting and payment processing. The essential duties and responsibilities outlined here are representative of those that must be met by the employee to successfully perform this position, however, are not all inclusive.

- Serve as CDFA Deputy Weighmaster and manage petty cash activities.
- Maintain accurate LIMS fuel accounting records, including sources, contracts, sales agreements, and ash destinations.
- Audit and maintain daily Scalehouse transaction files.
- Process and maintain documentation for semi-monthly fuel close.
- Enter A/P invoices and process payments using Gamma accounting software.
- Generate and schedule LIMS fuel reports as requested.
- Support financial and high hazard fuel audits.
- Track supplier and vendor insurance certificates.
- Write and update standard operating procedures.
- Communicate effectively with Scalehouse Operators, management, haulers, suppliers, visitors, and Trimble support.
- Provide front-desk and communication support, including greeting visitors and answering phones.
- Perform general office functions such as handling mail, organizing documents, maintaining inventory.
- Perform related duties as assigned by supervisor.
- Maintain compliance with all company policies and procedures.

## Education and/or Experience:

- High school diploma or GED required.
- Minimum of three years of accounting experience.
- Collaborative team player who builds positive working relationships and contributes to a supportive work environment.
- Able to work independently and follow established procedures; communicate clearly and promptly.
- Strong attention to detail with consistent accuracy in reviewing and verifying work.
- Reliable in meeting deadlines; maintains a professional and service-focused approach.
- Proficient in Microsoft Office Word, Excel, and Outlook; able to learn software systems quickly.

## Physical Demand:

- Maintain a clean work area
- Lift, push, pull 5-20 lbs.
- Kneel, bend, stoop, climb, twist, crouch, reach
- Grip, squeeze, grasp with hands
- Ability to type on a keyboard or ten key calculator for long periods of time
- Full range of motion of limbs and neck
- Ability to sit duration of shift
- Occasional walking and standing
- Ability to go up and down stairs
- Work in both hot and cold weather environments