



Sample Job Descriptions Template

Employee Name:

FLSA Status:

Job Title:

Reports To:

Department:

Updated:

Position Purpose:

SAMPLE LANGUAGE: The purpose of the Accounting Manager position is to analyze financial information and prepare financial reports to determine or maintain a record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization.

Essential Duties and Responsibilities

i.e., Represents a list of essential duties and responsibilities. Include any specifics that are critical to the success of this position such as hours/shifts, attendance expectations and work environmental factors.

- *Tips: Keep the descriptions broad, avoid jargon, and make the job sound interesting. Be sure to only list what is essential; these are the tasks for why the position exists.*

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Other Duties and Responsibilities

i.e., Other duties may be assigned as required.

- *Tips: Keep the descriptions broad, avoid jargon, and make the job sound interesting*

Education, Certifications, and Licensure

i.e., Represents required degrees or other educational requirements, and/or certificates/licenses applicable for the job.

- *Tips: Straight and to the point; be precise.*

Minimum Technical Skills and Experience

i.e., You are well experienced with the Adobe software suite.

- *Tips: Do not use vague language, use "You" statements, and show company culture*

Ideal Soft Skills

i.e., You are a highly motivated individual who exceeds expectations.

➤ *Tips: Do not use vague language and use "You" statements*

Essential Language Skills

i.e., You are proficient in Spanish.

➤ *Tips: Use "You" statements*

Physical Demands and Work Environmental Factors

SAMPLE LANGUAGE: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to lift boxes weighing at least 20 lbs., will sit for long periods of time, and may use repetitive wrist and hand motions involved in sorting and handling documents. The employee is regularly required to reach, with hands and arms. Specific vision abilities required by this job include close vision and color vision. Employee will have close visual contact with a computer monitor constantly. **[Add any work environmental factors.]**

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Acknowledgment

SAMPLE LANGUAGE: I have reviewed the Job Description for the position of the [Job Title]. I have read and understand the duties and responsibilities and other aspects of the Job Description. I further understand that this Job Description will form the basis for the periodic evaluation of my performance. I acknowledge that my employment with the Company is on an "at will" basis which means that either I or the Company can end the employment relationship at any time, for any reason, with or without prior notice. It is understood that this Job Description is a summary of the primary responsibilities of my position. It is not intended to be a complete and total description of each duty and responsibility of the position as may be necessary. It is understood that the Company retains the right to change this Job Description at any time for any reason at its sole discretion.

Signature:

Date:

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