

ACCOUNTING CLERK

Exempt (YIN): No \

DEPARTMENT:

Accounting

SUPERVISOR: Finance Director/Treasurer

SUMMARY: The Accounting Clerk is appointed by the City Manager, but is directly responsible to the Finance Director/Treasurer. The Accounting Clerk is responsible for basic financial functions, but may have other duties as assigned.

DISTINGUISHING CHARACTERISTICS OF THE POSITION: The Accounting Clerk performs duties relating to payroll, accounts payable, accounts receivable, assessments, projects, inventory, general ledger, and reception.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Accounts Payable - includes coding invoices; entering and verifying data in accounting system; preparing vendor payments and various reports; maintaining paper and electronic files; preparing and filing various tax information forms; examine vendor accounts for accuracy; maintaining project records; maintain vendor certificates of insurance records

Payroll - includes entering and maintaining accurate payroll data; preparing needed reports; tracking leave accruals; preparing payroll invoices for payables; preparing and monitoring pension reports; maintenance of the 125 flexible spending plan; preparing and filing required federal and state reports; prepare documents and assist with annual worker's compensation audit.

Daily Maintenance Items - includes receipting monies; preparing deposits; assessment calculations; disburse petty cash; monitor bank account balances.

Public Contact - includes answering the telephone; responding to citizen complaints and requests; assisting utility office staff

Reconciliations – petty cash; receipts; accounts receivable; vendor accounts; interface transactions; insurance fund balance; general ledger balances; cash and bank balances; inventory projects; and assessments.

Other -prepare end-of-month reports; assist with annual budget and audit; billing and collection of miscellaneous accounts receivables; verify various general ledger balances.

QUALIFICATION REQUIREMENTS: 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.

1. Experience in and working knowledge of bookkeeping/accounting functions.
2. Working knowledge of Microsoft Excel, Word, and Outlook.
3. Ability to comfortably work with computers and technology.
4. Solid problem solving ability.
5. Basic typing skills; effectively operate a 10key calculator or key pad; ability to operate other various office machines.
6. High school diploma or GED.
7. Ability to maintain effective working relationship with coworkers, department heads, vendors, and the public.

PHYSICAL DEMANDS: 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 use hands to finger, handle or feel objects, tools, or controls. The employee frequently is required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision and the 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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.