

Accounting Clerk



DEPARTMENT:	Finance
REPORTS TO:	Finance Director and Accountant
DIRECTLY SUPERVISES:	None
BARGAINING UNIT:	AFSCME
DATE APPROVED:	January 9, 2006

SUMMARY:

This position is responsible for general accounting, posting receipts, accounting for money, and answering questions from customers. Is the backup person for the preparation of the City's payroll. Prepares accounts payable, accounts receivable and provides general assistance to the Finance Department.

ESSENTIAL FUNCTIONS OF THE JOB:

- Responsible for the front counter and the cash drawer (backup to balance the daily cash drawer); works with the cash collections program.
- Responsible for the processing of accounts payable (including the preparation of the year-end 1099s)
- Responsible for the processing of accounts receivable
- Responsible for the processing of purchase orders
- Responsible to be the backup person for the entire City payroll
- Assists with the budget entry
- Assists with the entry of the utilities
- Assists with the project accounting system
- Assists with the vehicle maintenance system
- Assists with the Fixed Assets program
- Assists with the set up of security codes
- Assists with the answering of the telephone in the Finance Department
- Assists with the mail distribution in the Finance Department
- Works with the Independent Auditor
- Works with the pet license systems and coordinates the annual updates
- Performs other related duties as requested.

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,

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skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- High School Graduate or hold GED
- An Accounting Diploma (64 credits) from an Accredited Educational Institution is desired
- Two years experience in accounting work is desired

LANGUAGE SKILLS:

- Ability to read and interpret documents and procedural manuals
- Ability to execute oral and written instructions
- Ability to operate a variety of office equipment
- Considerable knowledge and ability in the operation and application of data entry equipment
- Ability to maintain a successful working relationship with the public and other employees

MATHEMATICAL SKILLS:

- Ability to make arithmetic computations using whole numbers, fractions and decimals
- Ability to compute rates, ratios and percentages
- Knowledge of Accounting practices and accurate in the use of figures

OTHER SKILLS AND ABILITIES:

- General knowledge of computer operations
- Considerable skill in using computer programs, including Excel and Word
- Considerable ability to communicate and to work effectively with City personnel and outside agencies

MINIMUM QUALIFICATIONS:

- High School Graduate or hold GED
- Considerable knowledge and ability in the operation and application of data entry equipment
- Ability to maintain a successful working relationship with the public and other employees
- Knowledge of Accounting practices and accuracy in the use of figures

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 regularly sits and uses hands to finger, handle or feel; frequently talks or hears and reaches with hands and arms; and occasionally stands, walks and stoops, kneels, crouches or crawls.

This employee must regularly lift up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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 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.