

Department: Finance Pay Grade: 13
Position: Accounting Clerk
Accountable To: Finance Director; Senior/Sales Tax Accountant
Supervision Exercised: Occasionally-in absence of Finance Director/Senior Sales Tax Accountant
Position Objective: Responsible for data processing, payroll and other financial functions.

Duties and Responsibilities:

Daily operation of computer programs for budgetary, payroll, special assessments and inventory. Consults with programmers to correct problems. Matches purchase orders to invoices for payment. Processes vendor bills and distributes to department heads for approval. Posts purchase orders or bills in accounts payable system. Prepares manual checks. Posts daily cash receipts for daily cash reports. Responds to inquiries concerning bills, special assessments and payroll. Reconciles assigned monthly bank accounts. Maintains pension fund reports. Runs monthly revenues and expenditures reports for distribution to departments. Prepares monthly payroll reports and checks for various agencies. Processes bi-weekly reports and checks for payroll. Maintains records, payments and billings for special assessments. Researches information for title search company. Prepares tax certificates and property liens. Review and post sales tax returns as needed. Point of contact for special events groups for sales tax licensing/reporting. Prepares quarterly and annual payroll reports. Reconciles annual payroll reports. Runs final revenue, expenditure, general ledger annual history posting summaries. Assists in annual audit. Maintains inventory of fixed assets. Maintains and sorts records for storage in safe. Closes out year end on computer. Provide assistance and backup for utility billing and sales tax. Other miscellaneous duties as assigned.

Skills:

Accounting knowledge in governmental fund accounting preferred, interpersonal and public relations, analytical ability, operation of automated data processing equipment and standard office equipment.

Mental Demands:

Attention to detail, accuracy, follows established procedures or develops better procedures, proofs work, working knowledge of accounting, bookkeeping procedures.

Experience:

Minimum three years or more experience with data processing of accounting information, preferably in the governmental or public sector.

Education/Training:

H. S. grad/GED. Associate degree in bookkeeping/business or equivalent related work experience required.

Working Conditions:

Stressful; frequent interruptions; works under deadlines; attention to accuracy.

Physical Demands:

Minimal; sedentary; office environment; basic coordination and manual dexterity.

Contacts:

City Manager, city council, department heads, vendors, public, and auditors.

Special Requirements:

May work extended hours or perform divergent tasks as assigned.