

CITY ACCOUNTING CLERK

General Statement of Duties:

Performs various clerical, secretarial and bookkeeping services, accounting tasks involved in payroll, budgeting and finance functions of the city. Prepares payroll and related reports, maintains transient room tax account files and prepares statements, maintains business license files and processes applications/renewals, performs work relating to the preparation and maintenance of city financial records. Attend City Council meetings and prepare meeting minutes. Prepares correspondence, documents and reports as assigned. Does related work as required and assigned.

Distinguishing Features of the Class:

Employees in this classification perform secretarial, clerical and accounting duties. Work involves some contact with the public and considerable computer input, using customized computer programs, applying procedures prescribed by ordinance. An employee in this position is generally expected to work independently, but refers exceptional situations to the appropriate authority.

Supervision Received:

Work is performed under the supervision of the City Recorder.

Supervision Exercised:

Supervision is not normally a responsibility of positions in this classification, supervision of clerical personnel may be a responsibility of this position when the City Recorder is absent.

Principal Duties and Responsibilities:

1. Prepares payroll and related payroll tax reports, fringe benefit programs (Worker's Compensation, PERS, employee insurance, leave accrual), maintains records. Prepares and compiles documents for periodic and annual audits.
2. Compiles finance records, prepares monthly workpapers and journals for posting to general ledger. Assists in general ledger posting, preparation of finance reports and budget. Maintains files of finance records.
3. Processes annual business license billing and new applications received, maintains files on computer and hard copy files, provides information as requested.
4. Processes statements for transient room tax accounts, maintains account files.
5. Attends City Council meetings, prepares meeting minutes. Performs duties as Acting City Recorder, in absence of the City Recorder.
6. Prepares or assists in preparing letters, reports and informational documents as required.

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7. Serves as City Safety Committee member upon assignment.
8. Performs other duties as required or assigned.

Educational and Training Requirements:

Minimum High School graduate or equivalent education, supplemented by additional course work in accounting or bookkeeping. Associates Degree in Business Administration/Public Accounting or Secretarial Science desirable. A combination of high school diploma/GED and experience may substitute for degree.

Experience:

Two years responsible experience in clerical, accounting, bookkeeping and payroll work, typing and word processing skills, computer knowledge, public or business management experience, or any combination of experience and training which demonstrates the knowledge, skills and ability to perform the above-described duties.

Minimum Qualifications for this Classification:

Typing, filing, word processing, data entry accurately and with reasonable speed; understand and follow oral and written instructions; readily learn clerical tasks, customized computer programs; possess a general clerical aptitude and knowledge of general office practices and procedures; possess knowledge of accounting procedures and methods, including knowledge of municipal government organization, principals and practices of accounting especially as they apply to public finance, general recordkeeping practices applicable to maintenance of fiscal accounts including payroll, cash handling procedures; possess skills in operation of standard office equipment, including general computer skills; ability to perform detailed work involving numerical data, properly record and document fiscal transactions; ability to deal effectively with interruptions, maintain effective working relationships with fellow employees, deal with the public courteously and tactfully.

Essential Functions:

Must be able to demonstrate: ability to type/keyboard/ten-key with reasonable speed and accuracy; familiarity with word processing, spreadsheet, internet/email programs and other general computer functions, use of office equipment; ability to maintain a standard set of fiscal records, application of principles and methods used in public finance, accounting and payroll, readily learn new procedures and applications; a pleasant but firm telephone and front desk presence.

Performance Standards

1. Be punctual in reporting for work, taking scheduled breaks, use work time efficiently, be able to deal effectively with interruptions.

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2. Comply with rules and regulations, including but not limited to, safety, confidentiality, use of city time and equipment.
3. Exercise courteous, professional conduct when dealing with the public and fellow employees.
4. Process payroll each pay period pursuant to city procedures. Prepare forms and remittances for payroll taxes and fringe benefits, maintain records of accrual and use of leave or comp time for all employees. Maintain payroll, payroll tax and fringe benefit records, prepare monthly, quarterly and annual reports, ensuring accuracy of the reports and timeliness of submissions to appropriate agencies.
5. Compile finance records and prepare monthly reports, worksheets and journals for posting to the general ledger. Maintain monthly workpaper files. Assist in preparing bank reconciliations, finance reports, budget and posting to general ledger, as required.
6. Process transient room tax and transient occupancy tax statements pursuant to city ordinance, maintain tax records and files.
7. Process city business license applications, annual business license renewals, maintain files of applications and information relating to city business licenses.
8. Attend City Council meetings, prepare meeting minutes. In absence of City Recorder, assumes duties of Recorder, which may include supervision of clerical employees.
9. As required, prepare letters, other documents and informational items, ensuring accuracy of information provided, distribute copies to appropriate persons.
10. Upon assignment to Safety Committee, acts as safety committee secretary, each month coordinates committee meetings, provides agendas and meeting minutes.

Pre-employment Requirements:

Drug screen, bondability, education and experience verification. Demonstrated ability to perform essential functions.

COMPENSATION TYPE: Semi-monthly

FLSA EXEMPTION STATUS: Non-exempt

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Mental Aptitudes Table

<u>Designated Function</u>	<u>% Time</u>	<u>Aptitude Level</u>
Writing	10	1
Reading	20	1
Reasoning	50	1
Mathematics	30	1
Verbal	10	1

Note: Percentages may exceed 100% because functions may occur simultaneously

Basic Acuities

<u>Designated Function</u>	<u>Acuity Level</u>
Vision	1
Hearing	1
Touch	2
Taste	3
Smell	3

Note: Acuity/aptitude levels are: 1 = High, 2 = Medium, 3 = Low
Acuity/aptitude levels are established after reasonable accommodations are provided.

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Position Functional Requirements

Job Title: Accounting Clerk
Division/Department: City Hall
Reports to: City Recorder

The functions and abilities for successful performance in this position include, but are not limited to:

Physical Job Functions

<u>Designated Function</u>	<u>Reach(inches)</u>	<u>Distance(feet)</u>	<u>Weight (lbs)</u>	<u>% Time</u>
Collating		3		2
Dialing	18			5
Filing	18			2
Kneeling				2
Lifting		3	25	5
Reaching		3		5
Sitting				80
Sorting	18			10
Stooping				3
Standing				10
Typing	12			5
Walking				10
Word Processing	18			10

Note: Percentages of time usually exceed 100% because many functions actually occur simultaneously.