

Accounting Clerk II



Why join the North Plains team?

North Plains is a small, growing semi-rural city 17 miles west of Downtown Portland on the edge of Oregon's innovative Silicon Forest, and less than an hour from the Oregon Coast. With over 3,400 residents and 160 businesses, our gradual and thoughtful growth over the years has helped to maintain a friendly, small-town atmosphere. Residents enjoy the benefits of the well-managed infrastructure of improved streets, parks, and water systems, as well as easy access to major employers, recreation, entertainment, and nature. Our small but talented team of 25 City employees throughout five departments are proud to serve in an open, supportive, and flexible environment where we work to provide services, solutions, and outcomes that help our community to thrive.



Accounting Clerk II Finance Department
Effective: December 1, 2021
Salary Range: Salary: \$46,570-\$57,275 (\$22.39-\$27.54)
FLSA Status: Non-Exempt



The City of North Plains is searching for a talented individual with great communication skills, a passion for providing excellent customer service, a curiosity to learn, and a desire to be part of making our small and growing city government the best it can be.

GENERAL JOB DESCRIPTION

Under the supervision of the Finance Director, performs a variety of administrative accounting support duties in the preparation, maintenance, and processing of accounting records and transactions, including utility billing, cash receipts, and balancing and maintaining manual and computerized accounting and financial records; provides technical and administrative support to professional staff in the areas of finance, planning, and general administration; assists with the preparation and retention of public records; performs some communications duties; and performs related work as required.

ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.

DUTIES & RESPONSIBILITIES

- Performs a variety of administrative and technical accounting support duties including posting, balancing and maintaining manual and computerized accounting and financial records according to established accounting techniques and procedures.
- Responds to a variety of customer, vendor, and staff questions over the telephone and in person; researches and resolves problems; makes appropriate adjustments to accounts.
- Processes water utility billings; receives, processes, and posts payments and issues receipts; handles and balances cash and credit card payments; processes accounts for collections; reconciles reports.
- Prepares, reviews, and tabulates statistical and financial data and reports.
- Maintains and updates utility billing database; enters service calls; processes account transactions related to customers moving in/out of homes and residences; processes service orders.
- Upload and import monthly meter reads; generates, verifies, and corrects various reports; verifies data; generates meter installation requests; sells water meters to builders for subdivisions.
- Processes notices for non-payment and initiates service discontinuation; works with customers to resolve issues; processes collections; generates informational door hangers and urgent notices; initiates service continuation.

- Provide Notary services.
- Plans and organizes special events as needed.
- Provides some City communications duties, including social media posts, event flyers, and monthly newsletter.
- Provides backup for other staff.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education & Experience

Associates degree from an accredited college or university in Accounting or a related field; or completion of the twelfth (12) grade and four (4) years of experience in processing accounting documents, maintaining accurate records, or general administrative work in a public agency; or any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position. Experience with grants accounting a plus.

Bi-lingual candidates, especially those speaking Spanish or Hindi are highly desired and encouraged to apply.

Licenses, Certifications & Other Requirements

- Pass a comprehensive background investigation.
- Notary Public within six months from date of hire.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Knowledge and terminology and practices of accounting municipal budgeting and recordkeeping principal and procedures.
- Business arithmetic including basic statistical techniques.
- Government Accounting practices sufficient to understand the routine recording and tracking of accounting transactions and the effect of those transactions.
- Utility billing and cash receipts procedures.
- Windows and spreadsheet applications.
- Must have a thorough and complete working knowledge in Microsoft office suite.
- Experience with Springbrook, or other Government accounting software is preferred.
- Communications platforms, including Facebook.

Skills & Abilities

- Provide a high level of customer service to the public and City staff, in person and over the telephone.
- Perform detailed accounting office support work accurately and in a timely manner.
- Interpret, apply and explain policies and procedures.
- Make accurate arithmetic, financial, and statistical computations
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of record-keeping and tracking systems.

- Organize own work, set priorities, and meet critical time deadlines.
- Communicate clearly and effectively.
- Establish and maintain good working relationships with other employees, supervisor, management, and the public.
- Familiarity with remote meetings and remote office environment desired.

PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS

The physical demands (including lifting, mobility, movement and manual dexterity), work environment and working conditions described below 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.

Physical Demands

In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools, or controls; bend; and reach with hands and arms. The employee must lift and/or move up to 10 pounds and infrequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. These abilities are necessary to use a personal computer and various software programs, 10-key calculator, phone, copy and fax machines, and other related tools and equipment.

Safety

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position.

Work Environment / Working Conditions

In the performance of the job duties, the employee will perform the majority of this job in an office environment under usual office working conditions. Work is also performed in numerous meeting settings in offices, conference rooms and public spaces. The noise level in the work area is typical of most office environments, with telephones, personal interruptions and background noises. Duties include contact with customers in conflict situations.

The City does have a Remote Work Policy.

To apply, please submit:

- City of North Plains application for employment. Visit <https://www.northplains.org/hr/page/employment-application>
- Current resume
- Cover letter

Updated description: 12/01/2021