

Senior Accounting Clerk

Effective:

Salary Range:

FLSA Status:

Job Description

October 1, 2021

Salary: \$58,993-\$72,555 (\$28.36-\$34.88)

Non-Exempt

**GENERAL JOB DESCRIPTION**

Under the supervision of the Finance Director, this Senior Accounting Clerk position is responsible for payroll, accounts payable and assist with employee benefits. Provide back up utility billing, back up accounts receivable and other relative tasks in support of the Finance Department. Work is reviewed by the Finance Director on the basis of results attained, timeliness and through internal controls. This position is responsible for supporting the financial functions of the City, which requires interpretation of rules and regulations, proof of work generated, verification of accounts and transactions to insure a proper audit trail, and adherence to internal control procedures.

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

- Process bi-weekly payroll.
- Verify payroll calculations and check processing.
- Prepare financial and regulatory required reports, filings and documentation.
- Remit FICA, state and federal taxes, retirement and insurance premium funding.
- Issue tax reports and W-2 statements.
- Assist with on-boarding process.
- Manage employee benefits.
- Process Accounts Payable(AP) timely and accurately.
- Create and distribute AP related reports.
- Ensure AP compliance with City, State and Federal regulations.
- Process 1099's for vendors and submit required tax reports.
- Respond to employee/vendor inquiries regarding AP.
- Provide support for the annual financial audit and budget process.
- Respond to various inquiries regarding financial matters of the City.
- Assist with month end financial close, reconciliation, and reporting process.
- Assist the Finance Director with special projects.
- Oversee utility billing processes and services.
- Provide backup to water billing and accounts receivable.

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.

MINIMUM QUALIFICATIONS

Education & Experience

Associates degree from an accredited college or university in Accounting or a related field and three years progressively responsible experience in accounting or bookkeeping, preferably governmental fund accounting, 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.

Licenses, Certifications & Other Requirements

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Bookkeeping principles to the posting, reconciliation, and balancing of accounts.
- Government Accounting practices sufficient to understand the routine recording and tracking of accounting transactions and the effect of those transactions.
- Internal controls procedures sufficient to understand the effect of adequate safeguards.
- Accounts Payable procedures, including yearly reports.
- 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.

Skill & Ability

- Establish and maintain good working relationships with other employees, supervisor, management, and the public.
- Perform numerical computations.
- Establish priorities and organize own workload.
- Apply established principles to various bookkeeping problems.
- Operate a computer, create necessary worksheets, enter data accurately and proof own work.
- Familiarity with remote meetings and remote office environment desired.

I have read and understand the tasks required to perform this job as outlined above.

_____ Signature

_____ Date