

Accounting Technician
(Accounts Payable/Receivable/Payroll Clerk)
City of St. Augusta

Position: Accounts Payable/Receivable/Payroll Clerk
Type: Appointed Employee
Status: Full Time
FLSA Status: Non-Exempt

Drug & Alcohol Subject to pre-employment drug and alcohol screening, not subject to random drug and alcohol screening during employment.

Appointed by: City Council

DESCRIPTION OF WORK

General Statement of Duties and Responsibilities: Responsible for routine bookkeeping for all city activities and transactions including: receiving, tracking and recording all receipts; reviewing and processing payments; processing payroll; coordinating PERA and other employee benefits programs; financial record keeping; monitoring the investment of city funds; and other related financial and accounting matters.

Supervision Received: Works under the general supervision of the Clerk-Administrator.

Supervision Exercised:

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class, nor do the listed examples include all duties that may be found in positions of this class. Duties may vary somewhat from position to position within a class.

- Perform bookkeeping and accounting tasks including, but not limited to: receiving and reporting of all revenues and other money receipts, processing and preparing payments, payroll, preparing and presenting accounting and financial reports, and other related duties.
- Understands the Utility Billing System and fills in as necessary when utility billing clerk is absent
- Communicate via telephone, writing or in person with the City Council, Mayor, City staff, vendors, other interested parties and the public regarding financial and accounting matters, and other matters.
- Coordinate with an Independent Auditor in the preparation of the Annual Financial Audit and Financial Statements
- Investigate and research questions regarding the city's financial matters.
- Attend all Planning Commission Meetings
- Prepare Planning Commission Agendas and Minutes
- Assists other departments as needed.
- Performs other related work as required.

KNOWLEDGE SKILLS AND ABILITIES

- Knowledge of basic accounting and bookkeeping, financial record keeping, cash control and cash investment, and ability to effectively use this knowledge.
- Knowledge of the basic principles of municipal bookkeeping and accounting, and the ability to effectively implement the knowledge.
- Knowledge of payroll and payroll tax processes and requirements, and ability to effectively utilize that knowledge.
- Knowledge of standard office procedures and equipment including, but not limited to: operation of a computer including basic internet and email; 10-key calculator; photo copier and other office equipment; and ability to effectively utilize the knowledge.
- Ability to communicate effectively and tactfully with the public, City staff and elected officials.
- Ability to perform standard office tasks, including but not limited to typing and word processing, and operation of a business telephone.

MINIMUM QUALIFICATIONS

High School graduate, GED or equivalent.

ESSENTIAL JOB FUNCTIONS:

Communications

Must be able to read, write, hear and speak English sufficiently to understand information and direction; and to communicate effectively verbally and in writing. Must also possess the ability to establish and maintain effective working relationships with superiors, other employees and the general public.

Physical

Ability to perform standard office activities, including being seated for lengthy periods of time, lifting up to 15 pounds from the floor to over head, and traversing an office setting.

Environmental

The vast majority of work is performed indoors in a heated and air conditioned office.

Vision

Employee needs vision adequate, corrected or uncorrected, to perform the duties of this position.

Intellectual

Must be capable of reasonable judgment and possess sound reasoning skills; must have the ability to learn and apply new information, policies, and practices and apply this knowledge to the tasks and responsibilities set out for this position.