



ACCOUNTING CLERK / ACCOUNTS PAYABLE

Exempt: No
Salary Range: \$22,315 - \$31,573
Shift: Full Time - Day
Reports To: Finance Director

JOB SUMMARY: Public contact in the processing of customer payments, utility customer inquiries, and general operations of the Finance Department. Performs all functions of Accounts Payable the City. The position reports directly to the Finance Director.

DUTIES AND RESPONSIBILITIES:

- Post all payments received from customers and other departments in the computer.
- Performs other cashiering functions such as setting up cash drawer and balancing cash daily.
- Responds to telephone inquiries regarding utility billing.
- Assists walk-in customers with inquiries.
- Writes up turn on and turn off notices.
- Initiates work orders for new connections and potential water leaks.
- Compiles, reviews and processes all accounts payable invoices for the City.
- Assists departments with accounts payable invoice discrepancies and vendor statement reconciliations.
- Compile and maintains vendor W9 forms per IRS regulations.
- Prepares annual Forms 1099 for vendor payments per IRS regulations.

- Conducts research of records. Prepares reports and maintains records.
- Other duties as assigned by Finance Director.

QUALIFICATIONS: Knowledge of general office procedures and operate office equipment. The ability to deal with public in person and on the telephone. Skill in handling cash and checks with accuracy. Ability to communicate in writing and orally and to work under pressure and meet deadlines. Skill in typing, filing, and use of the calculator and research techniques.

EDUCATION AND EXPERIENCE: High School graduation or possession of an acceptable equivalency diploma. Two (2) years of general office and cashier experience. Background and experience in working with computers and software highly desirable.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

OTHER SKILLS AND ABILITIES: Need to be able to prioritize multiple activities and willing to assist the other Finance Department staff as necessary. Demonstrates the ability to effectively communicate to others in verbal and written forms.

PHYSICAL DEMANDS: Must have ability to access file cabinets for filing and retrieval of data, ability to sit at a desk and view a display for extended periods of time, enter data accurately and timely.