

## **CITY OF GLADSTONE POSITION DESCRIPTION**

<b>Class Title:</b>	Account Clerk III	<b>Range Number:</b>	19-A
<b>Department:</b>	Finance	<b>FLSA Status:</b>	Non-Exempt Represented
		<b>Date:</b>	April 2022

### **GENERAL STATEMENT**

Performs a variety of advanced clerical, accounting, and administrative work which may include accounts receivable, cash reconciliation, general administration, court operations, accounts payable and payroll.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Finance Manager or Finance Director.

### **SUPERVISION EXERCISED**

None. Serves as lead worker to other Finance department staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs advanced accounting work in the processing and maintaining financial data and expenditure controls.

Assures that the month-end and year-end closings are completed and that all reconciliations and reports are done in a timely manner.

Performs advanced accounting projects as assigned.

Accumulates, calculates, posts, balances, reconciles data.

Drives to financial institutions to make deposits if electronic transfer is not available.

Provides accounting assistance to other departments of the City.

Identifies irregularities, researches and resolves discrepancies in accordance with established procedures,

Prepares periodic financial, statistical or operational reports as assigned.

Assists with records management.

Completes purchase orders and invoices.



## **Accounts Payable**

- Matches purchase orders and invoices for payment weekly.
- Enter invoices into financial software.
- Generate vehicle fuel log/garage services spreadsheets including journal entries.
- Prepares entries to maintain the fixed asset ledger, enters new and updates data into the accounting system, including capital purchase.
- Disburse City funds upon approval of invoices and check requests.
- Prepares statements of accounts payable for City Council approval.
- Tracks outstanding checks, prepares annual report for Department of State Lands.
- Assists in maintaining fixed asset accounts of the City.
- Maintains Account Payable files.

## **Payroll**

- Audits payroll documents and timesheets; Ensures accuracy completeness and compliance with applicable union contracts, rules, laws, policies and procedures.
- Prepares monthly payroll, as well as termination and special payroll checks.
- Prepares monthly, quarterly and annual payroll reports.
- Processes and calculates a variety of payroll actions including wage garnishments, benefits withholding, overtime hours, and workers compensation claims; maintains employee records for voluntary and non-voluntary deductions.
- Calculates and pays state and federal taxes, insurance premium payments, retirement calculation and submittal, etc.
- Applies and enforces applicable tax laws and ruling with regard to employee compensation including benefits programs. Maintains records, computes and reconciles fringe benefits (ex. sick leave, vacation, etc.)
- Prepares employee benefit payments, maintains related data and prepares reports.
- Respond to employee and supervisor payroll questions.
- Completes employment verification requests.
- Receives telephone calls and employee visits concerning payroll issues; handles questions and matters of a more technical nature; responds to outside agencies.
- Prepare annual W-2 statements, 1095-C forms and miscellaneous documentation.
- Prepare annual 1099 miscellaneous documentation.

## **Accounts Receivable**

- Process Accounts Receivables – invoicing maintenance adjustments and collection of accounts.
- Reconcile AR monthly activity to the general ledger and prepare journal entries.
- Prepares monthly financial statements and reconciles monthly financial records.
- Balances bank deposits; makes a listing of deposits by accounts; examines receipts for accuracy and completeness.
- Process Cash Receipting – maintain daily cash activities, balance to cash on hand against receipts; prepare and balance accounts from departments; Monitor monthly cash sheet, reconcile to the general ledger and prepare journal entries.

### **Accounts Receivable (cont'd)**

- Process Cash Receipting – maintain daily cash activities, balance to cash on hand against receipts; prepare and balance accounts from departments; Monitor monthly cash sheet, reconcile to the general ledger and prepare journal entries.
- Assist with payment/deposit discrepancies with banks and departments.
- Reconcile liability accounts to the general ledger and prepare journal entries.
- Monitor purchase card activities; add/remove from tracking software, verify charges and coding, generate monthly reports and journal entries.
- Process title/registration for all City vehicles/equipment; assign vehicle/equipment numbers, prepare documentation and monitor surplus sales.
- Prepare/generate purchase orders from requisitions; verify requisitions and consult with department on specifications.
- Monitors and maintains Special Assessment, EDRLF and Deferred SDC loans and Transient Lodging Tax.

### **PERIPHERAL DUTIES**

Maintains records of volunteer hours for workers compensation.

Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Provides back-up to the Municipal Court Clerk, assists with municipal court customers, taking calls, answering inquiries, accepting payments of fines, etc.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

### **QUALIFICATIONS**

#### **Education and Experience:**

Associate's Degree or equivalent education in Accounting or Finance.

Five (5) years of professional experience relative to accounting practices and procedures specific to area of assignment; governmental accounting experience preferred.

Equivalent combination of education and experience may be considered.

#### **Special Requirements:**

Must successfully pass a criminal history and credit background check.

Possession of, or ability to obtain by date of hire, a valid state driver's license.

Must be able to pass the department's security clearance standards for unescorted access to certain City facilities, including review of driving record.

Possession of, or ability to obtain within sixty (60) days of hire, Law Enforcement Data System (LEDS) certification.



### **Knowledge, Skills and Abilities:**

- Considerable knowledge of governmental accounting principles and practices.
- Considerable knowledge of standard accounting computer systems and their application to municipal accounting and fiscal management.
- Considerable knowledge of the principals and practices of payroll administration, accounts payable and accounts receivables and associated record keeping and reporting.
- Working knowledge of modern office practices and procedures.
- Skill in operating listed tools and equipment.
- Ability to maintain a valid state driving license and to drive.
- Apply to apply generally accepted accounting principles and practices.
- Ability to prepare and maintain payroll documents and records.
- Ability to reconcile accounting records and reports and to perform journal entries.
- Ability to maintain a variety of financial records and files.
- Ability to perform arithmetic computations accurately and quickly.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain positive and cooperative working relationships with City staff, other organizations and the general public.
- Ability to work under pressure with frequent interruptions, while still meeting deadlines.
- Ability to deal professionally with upset or difficult individuals.
- Ability to maintain confidentiality of data and professional interactions.

### **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheet and data base software; 10-key calculator by touch, standard office equipment and communication devices and City vehicle.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an average employee to successfully perform the essential functions of this job. Reasonable accommodation will be made to meet the needs of qualified individuals with limitations who can perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to drive a City vehicle, walk, use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Weekly lifting, moving and carrying of objects up to 25 lbs., and crouching, bending, kneeling. Specific vision abilities required by this job include close vision and the ability to adjust focus. Regular focus on a computer screen for prolonged periods and daily use of a keyboard.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in a standard indoor office setting. Required driving to financial institutions may result in exposure to outdoor weather conditions. Regular work environment is moderately quiet.

*This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*