



JOB DESCRIPTION

Job Title: Accounting Clerk
Department: Finance
Supervisor: City Manager

JOB SUMMARY

Performs clerical-accounting and data entry duties involved in the preparation and maintenance of fiscal and accounting records and data. Deals in confidential matters such as payroll. An employee in this class performs technical/clerical duties of an accounting nature in the verification, reconciliation, and analysis and report preparation associated with procedures of accounting or bookkeeping. Work can require extensive data entry in report preparation, record keeping, and posting of transactions. Clerical duties include use of office machines and general office work such as filing, copying and answering telephones. Work assignments are performed in accordance with established procedures with unusual situations being referred to a supervisor for guidance. Some judgment is required in selecting and applying appropriate guides found in a variety of manuals, handbooks and instructions. Work requires knowledge of terminology used in accounting and bookkeeping fields. Work is performed under general supervision and is evaluated through conferences, reports and observation.

EXAMPLES OF ESSENTIAL JOB DUTIES

1. Compiles information from data generated within the Finance Department or submitted from other departments for monthly reports concerning the financial standing of various accounts and grants.
2. Files and maintains clerical and accounting records and reports pertinent to accounting and bookkeeping operations.
3. Operates TimeClock Plus to post time cards and Paysmart to produce payroll checks. Files and maintains all records and reports pertinent to payroll. Records

- payroll journal entries, transfers, liabilities and wages payable.
4. Records and reconcile monthly and year end property tax revenue allocation.
 5. Operates calculator, personal computer or related office machines.
 6. Performs data entry into automated accounting system.
 7. Reviews and verifies records and reports to insure that required information is provided and is correct.
 8. Prepares and reconciles daily deposits.
 9. Prepares and/or key journal entries, cash receipts and cash disbursement into the accounting software.
 10. Performs related work as required.

WORKING CONDITIONS

Must be able to:

- Stand
- Walk
- Sit
- Stoop, kneel, crunch, or crawl
- Use hands to fingers, handle or feel
- Reach with hands and arms

Exert or Lift:

Up to 25 lbs.

Environmental conditions include:

Work near moving mechanical parts.

Typical noise level is: Moderate (examples: business office with computer keyboards and printers, light street traffic)

KNOWLEDGE. SKILLS AND ABILITIES

General knowledge of bookkeeping practices and procedures.

General knowledge of standard accounting office practices, procedures, systems, and equipment.

Some knowledge of the basic principles of governmental accounting and auditing applicable to the area of assignment.

Skill in the use of a calculator, computer, or related office machines.

Ability to apply bookkeeping principles to the preparation and maintenance of routine fiscal and accounting records and reports.

Ability to understand and follow oral and written instructions.

Ability to maintain clerical records and to compile reports from these records.

Ability to enter data into a computer with accuracy at a moderate rate of speed.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to practice skills, and obtain knowledge of the next level higher position to prepare for advancement.

EDUCATION AND EXPERIENCE

Experience in collection, accounting, or bookkeeping procedures and payroll. Graduation from high school, supplemented by technical level courses in bookkeeping, accounting or a related field; or and equivalent combination of experience and training.

NOTE

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be thought of as a complete list of all possible responsibilities, duties, and/ or skills of all personnel so classified, the “performs other work as a required/assigned” statement about is to be understood that it may be necessary to expand an employee’s duties and or responsibilities on a daily or permanent basis.

THE CITY OF LOS FRESNOS’ GOAL IS TO ENSURE CUSTOMERS RECEIVE THE BEST POSSIBLE EXPERIENCE.

Employee Signature

Date

Department Head Signature

Date

City Manager Signature

Date

Revised: August 2021