



Accounting Clerk Job Description

Under the general direction of the Finance Director and in compliance with fiscal policy and practice, the Accounting Clerk is responsible for accurately completing assigned accounting functions, such as payroll, accounts payable, reconciling the bank statements and general ledger accounting.

Reports to:

Finance Director

Salary:

Exempt:

No

Essential Functions:

Duties include, but are not limited, to:

- Enter data with employee information to prepare for payroll processing.
- Prepares various payroll-related reports and documents such as W-2's.
- Receives and records travel expenses and releases travel reimbursements.
- Assist employees with inquiries on payroll and direct deposit procedures.
- Reconciles, ensures accuracy, and updates regularly submitted reports as needed.
- Researches routine and special requests involving financial statistics, budget information, work files, and management statistics and reports, including reports for the financial audit.
- Prepares, codes, and produces vouchers for all accounts payable to ensure correct distribution of actual expenses compared to budget.
- Produces quarterly and year end reports including W-2 & 1099 preparation and distribution.
- Receives timesheets and reviews for accuracy; verifies and authorizes payment.
- Assists in the accounts receivable function including the receipt of funds and preparation of funds for deposit.
- Maintains Accounts Payable Files.
- Reconcile invoices related to benefit payments.
- Provide timely month end close journal entries and reports.
- Assist as needed in the preparation of budgets and other reporting.
- Prepare various state filings including quarterly court and tax reports.
- Initiate and complete bank wires and transfers with approval.
- Assist city department personnel with accounting related issues and inquiries.
- Process unclaimed property for the city.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service

Qualification Requirements:

- Perform a broad range of complex financial, accounting & administrative responsibilities.
- Analyze, interpret, and report research findings, recommend and take appropriate action.
- Typical administrative practices and processes associated with local government offices or functions, or possess ability to acquire and put such knowledge into practice.
- General computer operations, specifically familiarity of Microsoft Office software.
- Office machines, such as scanner, computer, copier and fax machine; and of office practices and procedures.
- Able to maintain a pleasant and courteous demeanor working in a fast pace environment.
- Establish and maintain an effective working relationship with all levels of management, City officials, vendors, other employees, and the general public.
- Communicate effectively in person, by telephone, and by e-mail with all levels of management, City officials, vendors, other employees, and the general public.
- Meet deadlines and perform under pressure
- Effectively respond to a stressful or high pressure environment.
- Basic ability to read and requires the basic knowledge of grammar and spelling.
- Basic mathematical, in order to calculate fees, work hours and sufficient math to complete reports and basic bookkeeping skills.
- Able to perform multiple task efficiently and applies knowledge of procedures to fulfill essential job duties.
- Ability to organize, prioritize, and carry out office work with minimal supervision.
- Maintain a professional appearance and attire.

Education/Experience Required:

- High School diploma/GED required.
- Education requirements include an Associate's degree or equivalent in finance, public or business administration, or related field.
- Two (2) years of experience in administrative work preferably in an accounting department or any equivalent combination of education, training and experience that demonstrates the ability to perform the duties of the position.

Other Requirements:

- Valid Texas Class C Driver's License with satisfactory driving record, as defined by City policy.
- Proof of citizenship and/or eligibility to legally work in the United States.
- Must submit to and pass a pre-employment drug test.

Preferred Certification

- First Aid and CPR/AED

Supervisory Responsibilities:

No

Working Conditions:

The work condition characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is confined mainly to an office setting.
- May include flexible hours, including week-ends, holidays and some after-hours work or overtime work in response to emergencies.
- Stressful situations are inherent to this position.
- Work may occasionally require travel, including over-night stays, involving training and conducting City business.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit or stand for long periods answering phones, performing keyboarding, computer work, filing, copying and other administrative work.
- Must possess general manual dexterity to operate computer, office machines, perform filing or other office functions; and reach with hands or arms.
- Must be able to move about office, bend or stoop, retrieve files, lift books or other materials, use step-stools and step-ladders to store and retrieve items of various sizes, shapes and forms weighing up to 30 pounds.
- Must be able to handle stressful situations.
- Must possess mental acuity for attention to accuracy and detail.
- Must see in the normal visual range with or without correction.
- Must hear in the normal audio range with or without correction.

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

This description reflects management’s assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.

This job description is subject to change at any time.

City of Manor is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Human Resources Department at (512) 272-5555.

The City of Manor is an Equal Opportunity Employer

Employee Name: _____ Date: _____

HR Coordinator: _____ Date: _____