



Accounting Clerk – Flexible Duty Accounting Clerk

General Description

This position performs moderately complex and specialized clerical work in maintaining centralized bookkeeping and accounting records related to the City's Miscellaneous Invoice, Accounts Payable and Utility Programs as well as other accounting functions. Other duties include the maintenance of customer account records, and files in multiple electronic formats. Work is performed under the general supervision of the Accounting Services Supervisor.

Essential Job Functions

- Utilizes the internal system that processes all miscellaneous invoicing, accounts payable, and utilities and other fiscal documents.
- Prepares reports, records backup and maintains security and confidentiality.
- Posts daily deposits to the general ledger.
- Prepares semi-monthly Excel spreadsheets and generates miscellaneous invoices.
- Reconciles miscellaneous invoices with the aging report and general ledger as well as maintaining an ongoing balance.
- Scans documents and attaches to files in system.
- Retrieves information from the system to assist with grant/project reporting.
- Maintains customer history files and assists with meter reading coordination with Public Works and then related data entry.
- Prepares applications for water, sewer and refuse collection services.
- Posts reports, journal entries, and refunds as necessary related to account opening and closure.
- Opens and closes new customer accounts, changes addresses, maintains records of tenants and computes payments, works with customers and landlords, makes adjustments to customer accounts as authorized, and assist with preparing delinquent account lists, reports and charges.
- Coordinates the connection and cut-off of water and sewer services; computes partial billings and other non-standard utility charges.
- Assists with reviewing accounts payable invoices to prepare for payment, enter invoices and/or requisitions, 1099 preparation, submit file to banking provider and all other accounts payable functions.
- Works with Alleghany County in the joint-utility service process to include rates and volume of City services utilized thru meter reading processes for billing purposes.
- Answers requests for information in a courteous and professional manner.
- As necessary provides additional accounting clerk functional support in human resources/payroll and IRS reporting, accounts payable, accounts receivable, and general accounting support activities as well as projects and grants as assigned.
- Reports discrepancies to the Supervisor when encountered.

Knowledge, Skills and Abilities

- Knowledge of modern office practices, procedures, and equipment.

- Knowledge of basic governmental accounting.
- Skill in the use and care of computers, calculators, copiers, and postage machines.
- Skill in the use of computer software such as Microsoft Office.
- Ability to make complex and varied mathematics computations and tabulations rapidly and accurately.
- Ability to understand and follow moderately complex oral and written instructions.
- Ability to provide professional, courteous, clear verbal communication in person and via telephone.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to effectively utilize organizational skills.
- Ability to meet deadlines and complete tasks in a timely manner.

Education and Experience

High School diploma or GED required minimum. Associate Degree in Accounting, Information Technology, or related field desired or any combination of experience working with the public and education accepted as well.

Certifications and Preferences

Any type of GFOA (government finance) certifications preferred as well experience in accounting and or working with the public in a governmental or commercial setting.

Additional Requirements

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Additionally, the following physical abilities are required:

- Fingering: picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing: sufficient to perceive the nature of sounds at normal speaking levels with or without correction; ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: sufficient to make rational decisions through sound logic and deductive processes.
- Talking: sufficient to express or exchange ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity: sufficient to effectively operate standard office equipment; ability to accurately read and write reports, correspondence, and instructions.