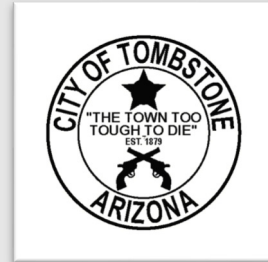


<b>Position Description:</b>	<b>Accounting Clerk I</b>
Department:	Administration
Reports to:	City Clerk
Supervision Duties:	No
Employment Status:	Full-Time; FLSA Exempt; Benefits Eligible
Work Week:	M – F, 8 AM – 5 PM
Salary Range:	\$32,594-\$40,061, Annually DOE
Pay Schedule/Range	100/4



## General Description

Under general supervision performs a wide variety of responsible clerical and technical accounting work involved in performing financial record keeping and reporting duties in support of assigned accounting system, function, or program area including in the areas of utility billing, accounts receivable, accounts payable, payroll, business licenses, general data entry, revenue collection and cash management; provides information and assistance to the general public and City departments; maintains digital and physical files and records; and performs a variety of clerical tasks relative to assigned area of responsibility.

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

The job 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.

## ESSENTIAL FUNCTIONS

### Core Competencies

Must meet the current position standards and core competencies required of all City of Tombstone employees as established by city policy.

### **Essential Duties**

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

1. Maintains a set of financial records related to an assigned department or division; coordinates assigned accounting activities with other City financial functions; receives and receipts cash payments.
2. Maintains reliable and accurate records and files to assist in the areas of expenditure control, budget monitoring, requisitioning and purchasing; establishes customer accounts.
3. Verifies, balances and adjusts accounts; prepares documentation for computer input; assists in resolving computer-related problems.
4. Performs daily, monthly, quarterly and annual reconciliations.
5. Prepares, posts, assembles, tabulates, compares and verifies financial and statistical data into the City's software program(s).

6. Prepares and checks invoices, requisitions, purchase orders and similar documents; processes documents involved in financial transactions.
7. Compares, schedules, indexes and files invoices, vouchers and other supporting documents and records.
8. Prepares and maintains a variety of statistical and budgetary records and reports; prepares and reviews various statistical or accounting tables and reports.
9. Prepares and types billings for assigned accounts.
10. Receives and provides information to other City departments and personnel, vendors and various agencies and organizations.
11. Receives calls and responds to inquiries and complaints; provides information as appropriate; prepares and sends correspondence and notification according to established timelines.
12. Operates a variety of office machines including computers and related equipment, calculators, copiers, typewriters, faxes and other specialized equipment related to assigned activities.
13. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
14. Operates a variety of modern office equipment to include, but not limited to, printers, copiers, calculators, multi-line phone systems, scanners and fax machines, or other specialized equipment, and personal computers in a windows based computing environment using standard or customized software application programs appropriate to assigned activities.
15. Performs all essential functions of the Accounting Clerk I position as needed.
16. Ability to perform independently and under occasional stressful periods.
17. Performs other duties as assigned.

**Minimum and Preferred Qualifications:**

High School Diploma, or G.E.D supplemented by specialized administrative course work in general office and business practices. Two (2) years of increasingly responsible accounting, cashiering, or clerical experience involving financial and statistical record-keeping, including one (1) of customer service. Bachelors in related field and previous public-sector experience is highly desirable.

1. Ability to operate a 10-key calculator
2. Proficiency in Microsoft Office Excel, Word, Outlook and Power Point.
3. Basic principles and procedures of financial record keeping and reporting.
4. Methods and techniques of coding, verifying, balancing, and reconciling accounting records.
5. Basic mathematical principles.
6. Proficiency in Microsoft Office applications, such as Word, Excel, PowerPoint, and Outlook.
7. Competent in centralized accounting systems.
8. Internet experience.
9. Data base entry experience.
10. Excellent communication, organizational, customer service, computer and grammar skills are required.
11. Customer service techniques, practices, and principles.
12. Methods and techniques of proper phone etiquette.
13. Principles and procedures of record keeping and filing.
14. Methods and techniques for basic report preparation and writing.
15. English usage, spelling, grammar and punctuation.

**Requirements:**

1. Possession of a valid Arizona driver's license

Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job, may be substituted for *Preferred Qualifications* at the discretion of City Clerk.

## **PHYSICAL/MENTAL DEMANDS**

While performing the duties of this position, the employee is frequently required to walk, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 40 pounds. Manual dexterity and coordination are required while operating equipment such as computer keyboard, calculator, and standard office equipment. Specific vision abilities required by the job include close vision and the ability to adjust focus.

## **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential job functions of this job. Usual office working conditions: noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Work assignments require attendance at evening meetings, e.g. City Council meetings and attendance at meetings with other agencies, strategic community partners and vendors.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Social and Interpersonal Communication Skills: Position requires professional social and interpersonal communication skills, including the ability to function in a major organizational unit requiring significant internal and external interaction.

Reasoning: Position requires functional reasoning skills enabling the analysis of major problems that necessitate complex planning for interrelated activities that can span one or several work units. Position requires situational reasoning skills allowing for the ability to exercise judgment, decisiveness and innovation in situations involving broader aspects of the organization.