

ACCOUNTING CLERK

Description

Under the general supervision and direction of the Finance Director, or the City Mayor, the Accounting Clerk will perform technical/clerical accounting functions in accordance with established procedures and regulations. Performs such duties as maintaining vendor records, processing invoices for payment, reconciling accounts payable, data entry, and preparing reports and other correspondence in such a manner to ensure prompt payment of bills for services or goods received. Promptly and accurately record accounts receivable payments.

ESSENTIAL DUTIES AND RESPONSIBILITIES -Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodation will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Receives and processes invoices and check requests for payment, including coding to appropriate fund, department, and line items.
- Matches invoices with proper purchase orders; ensures completeness and accuracy of invoices and related documents.
- Data Entry of payables and receivable payments into automated system.
- Processes payments for vendors, prints checks and submits electronic files for ACH, in accordance with procedures. Match invoices to checks and distribute checks accordingly.
- Reconcile vendor statements, research, and correct discrepancies.
- Respond to questions regarding invoices, purchase orders, requisitions, or payments.
- Set up new vendors for 1099 reporting and request W9 forms as necessary.
- Regular filing and maintenance of accounts payable and vendor files and records.
- Processing accounts payable checks and tracking credit cards and card usage.
- Sort and process incoming mail daily.

KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge and understanding of accounting methods, practices, principles, and terminology used in finance and accounting, particularly as they relate to municipal operations.
- Knowledge of government accounting principles established by the Government Accounting Standards Board (GASB) is preferred.
- Multiple years of progressively responsible experience in local government accounting.
- Knowledge of finance-related computer software applications, including accounts payable, general ledger, and budget reporting.
- Knowledge of QuickBooks Pro Desktop is required.
- Knowledge of business English with the ability to write in complete sentences using appropriate words, grammar, punctuation, and spelling.
- Skilled in organization and maintenance of accounting records and files for easy retrieval of information.
- Skilled in providing customer service, both internally and externally.
- Ability to manage multiple tasks and follow up on pending issues to meet established deadlines.
- Ability to communicate to convey or exchange general work-related information or service to internal or external customers.
- Ability to manage interpersonal conflict situations requiring tact, diplomacy, and discretion; demonstrate ethical conduct and professionalism; establish and maintain effective working relationships with vendors, staff, other departments, and the public.
- Physically perform the essential functions of the job.
- Sit, stand, walk, bend, twist, kneel, reach, push, pull, drag, and/or lift items, listen in person and over the telephone, communicate orally and use hands and fingers to manage, feel or operate equipment.
- Work extended hours if needed because of operational necessities.
- Understand and follow City/Departmental policies, rules and regulations and conduct oral and written instructions.

PREFERRED QUALIFICATIONS:

- High School Diploma/GED from an accredited education agency.
- Three (3) years of experience in an office environment including a combination of accounts payable, accounts receivable, auditing, purchasing and finance, with a preference in governmental accounting experience.
- Highly prefer college credit hours.

Job Information

- **Job ID:**042024
 - **Location:** Surfside Beach, Texas, United States
 - **Position Title:** Accounting Clerk
 - **Company Name:** The Village of Surfside Beach
 - **Job Type:** Part Time
 - **Salary:** \$18.00 - \$20.00 Hourly
 - **Required Travel:** 0-10%
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