

BEATTY WATER AND SANITATION DISTRICT JOB ANNOUNCEMENT

Accounting Clerk

FLSA Status: Non-exempt

Created: 11/12/2015

Pay scale: \$14.76 - \$17.00

Last Revised:

DEFINITION: Accounting Clerk was established for the purpose of providing support to the BWSD with specific responsibility for performing activities related to the accurate, professional processing of recording, updating, and reconciling related financial information; plus providing instructions and accounting/financial support to appropriate personnel in accordance with established practices and relevant federal and/or state laws. Assist with receiving payments from customers and issue billing notices.

DISTINGUISHING CHARACTERISTICS: This position reports directly to the General Manager of BWSD. Incumbents provide accurate billing operations to include outgoing bills, payments and invoices on behalf of District; manage incoming payments, bills and invoices, with duties that may include billing cycles, verification of billing reports, cashier and data entry. Incumbents will also perform general office support tasks and customer service to include all internal and external customers.

ESSENTIAL FUNCTIONS:

1. Prepare and send accurate detailed invoices to customers on a timely basis.
2. Coordinate with General Manager to create financial reports and assists with budget preparation.
3. Establishes, maintains, and revises filing and archiving systems; purges files as necessary; instructs others in establishing related files.
4. Reviewing and responding to vendor invoices timely and efficiently
5. Accurately updating and maintaining records of expenditures.
6. Collaborating with General Manager to ensure all payments are made in accordance with BWSD procedures and any applicable federal/state law.
7. Accurately post payments received to appropriate accounts.
8. Reconcile cash receipts and deposits.
9. Maintains and reconciles a variety of ledgers, reports, and accounting records. Prepares journal vouchers to adjust and correct errors in accounting records. Reviews and reconciles reports and budgets with related financial data.
10. Examines, analyzes, and corrects accounting transactions to resolve problems and ensure accuracy.
11. Performs month-end fiscal year-end, and calendar year-end accounting system processing.
12. Monitors and balances various accounts, verifying availability of funds, and classification of expenditures.
13. Assists with budget preparation

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge of

- Departmental policies and procedures;
- Laws, rules, regulations, and procedures applicable to assigned position;
- Terms and acronyms commonly used in assigned function;
- Automated financial management systems utilized by the organization;
- Accounting and bookkeeping methods, practices, principles and procedures, and their application to a variety of accounting transactions;
- Cash-handling and banking procedures;
- Accounting software and purpose;
- Understand IRS and governmental forms required for submittal

Skill to:

- Perform a broad range of accounting and clerical tasks involving the use of judgment and requiring accuracy and speed;
- Proof own work and identify and correct errors or omissions in language usage, syntax, spelling, and arithmetic calculations;
- Accurately type or word process long and complex documents or reports;
- Respond professionally to customer requests;
- Meet deadlines for administrative and financial reports;
- Create databases from conception; and
- Continue to update knowledge of accounting procedures.

Ability to:

- Operate standard office equipment including a personal computer and utilizing appropriate word processing, financial, and desktop publishing software;
- Interact positively with others including the general public, elected officials, other organizational staff, and coworkers; and
- Maintain confidentiality.

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities:

- Attend training on software related to the District's finances
- College courses related to government financing
- Maintain up-to-date on State and Federal regulations regarding finances
- Attend seminars related to the position

Physical and Mental/Intellectual Requirements:

The physical and mental and intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Light lifting (up to 25 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions:

Position functions indoors in an office type environment where most work is performed at a desk. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur. Meet deadlines for financial reporting and the ability to multi-task between utility billing and accounting.