

City of Poulsbo

Position Description

Position Title: Accounting Clerk	Reports To: Finance Director/Budget Revenue Manager
Department: Finance	Date: April 2024
Salary Schedule: Teamsters	FLSA: Non-exempt

General Purpose:

The Accounting Clerk performs a variety of duties of a routine and recurring nature including receipting, typing, word processing, creating, and maintaining spreadsheets, front counter duties, and screening telephone calls. This position requires the ability to multitask and prioritize accordingly.

Supervisory Responsibilities:

Reports to the Finance Director and may report to the Budget and Revenue Manager based on position duties and serves as a member of the Finance Department team.

Performance Requirements (Knowledge, Skills, and Abilities):

- Exceptional customer service skills
- Skill in interacting with the public in a positive, tactful manner in stressful emotionally charged situations.
- Knowledge of basic administrative and general office practices and procedures.
- Knowledge of fundamental mathematics, basic bookkeeping, and accounting practices
- Ability to communicate effectively orally and in writing.
- Ability to operate and instruct others in the operation of modern automated office equipment.
- Ability to work with computer systems and utilize both networked and personal computer applications.
- Demonstrates ability to establish and maintain cooperative and effective working relationships with others.
- Demonstrates ability to work with little supervision.

Accounting Clerk Position to include at least one of the following skill sets:

1. Cashier
2. Accounts Payable
3. Billing Clerk
4. Taxes Collection Clerk

Cashier

1. Receipts all incoming revenue.
2. Provide customer service at the reception counter, greet visitors to the city, ascertain the nature of their business and refer them to appropriate individuals of the city.
3. Prepare and process all departmental mail to include Utility bills, Accounts Payable, and Payroll checks for distribution.
4. Petty cash custodian
5. Backup to the Accounts Receivable for customer support
6. Facilitate all Finance Department's claim submittals.
7. Inventory Coordinator for the Finance Department
8. Provide back-up support for other Accounting Clerk duties.
9. Provide Finance Department Administrative Support.
10. Assist in preparation of Annual Comprehensive Financial Report
11. Outstanding Check reconciliation.
12. Perform additional duties as assigned by the Finance Director.

Accounts Payable

1. Audit and review all departmental submissions of City claims.
2. Issue weekly disbursement of payments.
3. Process use tax for monthly excise tax return.
4. Maintain vendor files including W-9's and issuing annual 1099 forms.
5. P-Card payment system administrator
6. Order and manage Finance Department office supplies.
7. Manage on-line user accounts for contracted supplies.
8. Reconciliation of assigned general ledger accounts.
9. Processing of disbursement of custodial funds.
10. Unclaimed property
11. Records Coordinator for the Finance Department
12. Provide Finance Department Administrative Support

13. Assist in preparation of Annual Comprehensive Financial Report
14. Provide back-up support for other Accounting Clerk duties.
15. Perform additional duties as assigned by the Finance Director.

Billing Clerk

1. Support Accounting Technicians providing back-up for Utility Billing and Miscellaneous Billing; provide coverage during absences.
2. Provide assistance to customers with on-line access for utility billing.
3. Provide customer service to customers for billing and payment questions.
4. Set up and manage payment plans.
5. File liens for past due utility accounts.
6. Facilitate and process customers turned over to collection.
7. Respond to escrow requests for projected final utility billing.
8. Reconciliation of assigned general ledger accounts.
9. Provide Finance Department Administrative Support
10. Assist in preparation of Annual Comprehensive Financial Report
11. Provide back up for Accounting Clerk front counter coverage helping customers accepting payments, billing questions and directions for other City services.
12. Provide back-up support for other Accounting Clerk duties.
13. Perform additional duties as assigned by the Finance Director

Tax Collections Clerk

1. Administration of the City's Business and Occupation tax.
2. Administration of City's other taxes including utility, gambling, amusement, and other taxes specific to Poulsbo.
3. Coordinate business licenses in conjunction with B&O taxes.
4. Answer incoming calls by providing help and/or direct them to the employee or department who would be able to assist.
5. Act as primary back-up for City Cashier and provide back-up support for other Accounting Clerk duties.
6. Support Accounting Technicians providing back-up for Miscellaneous Billing; provide coverage during absences.
7. Bond administration.
8. Donation acceptance, monitoring, and reconciliation.
9. Management of Finance Department public records requests
10. Perform additional duties as assigned by the Finance Director

Working Environment

Work is performed in a busy office setting with extensive work performed at a computer workstation. The environment includes a normal range of noise and other distractions with very low everyday risks working around standard office equipment.

Experience and Training Requirements

High School Graduate or GED. Two years' experience in bookkeeping/accounting, Governmental preferred. Strong knowledge of computerized accounting systems and spreadsheets required. Experience with Microsoft Office software preferred. Good customer relations skills needed in a busy reception counter setting.

Licenses and Other Requirements

Valid Washington State driver's license

NOTE:

1. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
2. While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
3. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.
4. This document will be reviewed and updated yearly at the time of employee performance appraisal; when the position becomes vacant; or if duties are changed significantly.