

ACCOUNTANT CLERK/ ACCOUNTS PAYABLE ADMINISTRATION/CITY HALL

REPORTS TO: City Clerk
FLSA STATUS: Non-Exempt
PAY GRADE:

Purpose of Job

The purpose of this job is to prepare, monitor and analyze accounts payable transactions for the City of Cornelia. Duties and responsibilities include, but are not limited to, ensuring that transactions are processed accurately, timely, and in accordance with policies and regulations, and performing additional tasks as assigned.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Prepares, posts, and maintains accounts payable transactions.

Prepares and posts journal entries for monthly recurring transactions.

Reconciles bank statement monthly.

Creates, processes and mails invoices.

Prepares, processes and issues purchase orders.

Assists in entering utility payments and balancing of cash receipts.

Performs clerical functions, such as preparing monthly reports, maintaining files, copies, answer telephones, greet customers, etc.

Performs other related duties as required.

Knowledge, Skills and Abilities

Has general knowledge of the policies, procedures, and activities of the city finances as they pertain to the performance of related duties. Has the ability to compile, organize, prepare and maintain an assortment of records, reports and information in an effective manner and according to departmental and/or governmental regulations. Has comprehensive knowledge of the terminology used within the department. Has the ability to communicate effectively with supervisors, and other staff members. Has the ability to use independent judgment in routine and non-routine situations. Has the mathematical ability to handle required calculations. Is able to utilize and understand computer applications and techniques as necessary in the completion of daily assignments. Has the ability to plan, organize and/or prioritize daily assignments and work activities. Is able to comprehend and apply regulations and procedures of the city. Has a good working knowledge of check/cash registers, bank/bond statements, reports, ledgers, balance sheets, etc., and procedures and methods as required in the performance of duties. Has knowledge of governmental accounting and bookkeeping, and relevant local, state and federal laws. Has skill in the use of various software

packages. Has skill in the use of computers, calculators, typewriters, fax machines, copy machines, and other office equipment. Ability to communicate both verbally and in writing.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate/Vocational/Technical degree in accounting or related discipline with three years of bookkeeping and/or accounting experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machinery and equipment including computers, calculators, fax machines, and other office equipment. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for light work. Attendance is an essential element of the job.

INTERPERSONAL COMMUNICATION: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from supervisors. Requires ability to read a variety of registers (cash, check, etc.), statements, reports, ledgers, invoices, and informational documentation, directions, instructions, and methods and procedures. Requires the ability to speak to people with poise, voice control, and confidence. Requires the ability to learn and understand complex principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation; and to make independent judgment in the absence of management.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of administrative, technical or professional languages including accounting terminology. Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; utilize and determine percentages, compute discounts, interest, and perform calculations involving variables, etc. Requires the ability to inspect items for proper length, width, and shape, visually with office equipment (e.g, rulers, yardsticks).

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using office equipment. Requires the ability to handle a variety of items such as computers, fax machines, typewriters, and other office equipment. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination. May require the ability to differentiate between colors and shades of color. Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.