

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: SENIOR ACCOUNTING CLERK

General Functions:

Under limited supervision, position performs a variety of moderately complex accounting and budgeting tasks for the City's accounts receivable, billing and collections systems. The City's accounts receivable/billing/collection systems include utility accounts, i.e., water, sewer, storm water, business licenses, municipal court, community development, engineering, public works, library, as well as planned street and park fees and miscellaneous charges. Responsibilities also include direct involvement with the implementation of financial software and the technologies that result in the best customer service given cost/benefit constraints.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform)

1. Contributes to a positive work environment.
2. May specialize in portions of the accounting function such as general ledger, accounts receivable, payable or payroll, with the ability to provide performance and oversight of these functions. Must have sufficient knowledge and ability to assist in any area of bookkeeping and accounting.
3. Maintains a responsible role in budget and audit processes, such as account reconciliation, research, writing reports, budget projections, and other projects as assigned.
4. Functions as back-up cashier.
5. Assignments include accumulating, analyzing, reviewing, classifying, posting, balancing and reconciling accounting records such as bank statements, accounts payable expenditures, general ledger entries, accounts receivable and cash receipt transactions.
6. Assists in closing of the books, preparation of financial statements and reports.
7. Screens and answers inquiries from other departments and the public regarding matters such as water/sewer bills; fee assessments bills, lien searches; property tax rates and other billing questions.

8. Assists in the overall accounting function to assure the City's assets are safeguarded against loss from unauthorized use, transactions are executed in accordance with management's authorization, transactions are properly documented and recorded to permit preparation of reliable financial statements, and the accountability of the City's assets is maintained.
9. If hired under the payroll function, position will prepare and maintains various reports on payroll information, such as: social security; PERS; leave balance; insurance enrollment and Federal and State withholding taxes.

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered.)

1. Job Preparation:

Requires a two-year college degree in business or accounting and four (4) years of responsible experience in bookkeeping or accounting. Familiarity with computerized accounting systems and Municipal government experience a plus.

Training:

Requires considerable knowledge of accounts receivable, collections, billing, bookkeeping/accounting principles and practices, considerable knowledge of modern office and clerical procedures, including ability to use a personal computer and to work with spreadsheets. Must have the ability to work independently with limited supervision, and the ability to perform and analyze detailed work involving numeric data and to maintain moderately complex financial information.

2. Supervision:

Received: Work is performed with limited supervision.

Exercised: May provide lead work to accounting staff. Supervision of accounting staff is not a responsibility of this position.

3. Communication:

Has frequent communication with all departments and with outside business contacts requesting information pertaining to City finances. Provides courteous and responsive customer service.

4. Cognitive Functions:

Ability to effectively manage multiple projects and to prioritize needs and respond appropriately.

Requires ability to work effectively with city staff, auditors and other governmental agencies and the general public.

Work is monitored to maintain compliance with existing laws, policies and procedures. Problems encountered are moderate to complex with some precedent available.

5. Working Conditions:

Normal office work environment. Work schedule is normal business hours.

6. Resource Accountability

Must safeguard and maintain financial records of all city assets.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.