



City of Kalama

Incorporated 1890

Position Description

Position Title:	Accounting Clerk	Last Revised:	8/1/2017
Position Status:	Regular Full-Time	FLSA:	Non-exempt
Department:	Finance & Administration	Union	Teamsters #58
Supervisor:	Clerk/Treasurer/City Administrator	Monthly Salary Range	\$3489-\$4000

Position Overview

- This is accounting and clerical work performed within the Finance department. The position may be responsible for payroll, accounts payable, utility billing, and other accounting, clerical, and record-keeping functions within the finance department or any combination of these functions.
- Once trained the expectation is the individual will work independently with the expectation that assigned tasks are their responsibility for being completed in a timely, efficient, and accurate manner.
- The workload is divided among the individuals filling this position on the basis of timing needs, segregation of duties concerns, and experience. The Accounting Clerk is expected to become familiar with all functions of the department.
- This position may also be joined with the Building & Planning Clerk position.
- Employee may be titled based on the main focus of his/her duties, such as Utility Clerk or Payroll Clerk.

Essential Duties and Responsibilities

- Must be able to perform all assigned work efficiently and accurately, work independently, following all procedures and policies adopted by the City.
 - Processes accounts payable. Collects vouchers, assists with coding of expenditures, reviews for accuracy and proper approval. Performs data-entry, processes checks, and prints reports. Maintains all vendor information and documentation for all processed claims.
 - Processes payroll. Collects timesheets, reviews for accuracy and proper approval. Performs data entry for payroll processing, including timesheets, addition of new employees and changes to employee master files.
 - Processes pay checks and payment and reporting of taxes and benefits. Maintains payroll information and storage of documentation for payments and master file changes.
 - Processes utility billing. Maintains utility billing records for the city's sewer, water, and storm drainage utilities and garbage; processes billings, adjustments and receipts. Monitors payments and tracks delinquent accounts.
 - Process applications for City Business Licenses and Dog Licenses
 - Process accounts receivables, issuing invoices and monitoring payments
 - Performs data entry of cash receipts.
 - Maintains records of bank account balances and transactions. Records all deposits and all checks issued and balance daily cash receipts.
 - Transcribes and types letters, memoranda, reports, tabulations, and other materials.
 - Sorts and files correspondence, checks, vouchers, index cards, and other materials, numerically, alphabetically, or by other prescribed methods.
 - Assists in the maintenance of records and files.
 - Transcribes information from application forms and temporary records to permits and permanent records and files.
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- Completes calculations and follow-up for water/sewer connection fees. Completes computations for adjustments and special billings with supervisor's approval.
- Makes simple arithmetic calculations; gathers data from requisitions, statistical reports, time reports, and other records.
- Front office reception and acts as cashier collecting payments
- Assists the public by checking routine records and files for requested information.
- Sorts and processes mail for all departments
- Provides notary services to the public.
- May be asked to act as secretary to a City Board or Commission which may require working outside of regular business hours.
- Performs other duties as required by designated supervisor.
- Duties of this position include but are not limited to those listed or referenced herein.

Working Conditions & Physical Demands

Work is performed in an office setting. Job requires sitting for long periods, typing, computer knowledge, writing, listening and talking. Must be able to bend, turn, lift, pull, walk, and stand.

Wages & Benefits

Starting salary will be based on the current union contract salary schedule and qualifications at the time of hire. Current entry level salary is \$3489.14. Current bargaining agreement is with Teamsters Local 58 and membership to Teamsters is required.

City provides full-family medical coverage (employer paid), State PERS retirement (employee/employer contributions), VEBA – HRA benefit (employee/employer contributions), employee life insurance (employer paid) and offers a deferred compensation plan to all full-time employees.

Qualifications

- Skills in operating office tools, computers, and office equipment. Knowledge of computerized accounting systems and spreadsheets.
- Requires excellent writing and grammar skills, with the ability to communicate effectively, verbally and in writing.
- Requires strong math skills, with accuracy and attention to details
- Requires strong organizational skills with the ability to multi-task and manage time efficiently.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to understand and carryout oral and written instructions
- Ability to learn assigned duties within a reasonable training period and to adhere to prescribed routines.

Education & Experience

High School/GED equivalent. Two-year accounting or business-related degree required. Must have a minimum of three (3) years of responsible accounting, and/or bookkeeping experience in the workplace. Experience in Government accounting is a plus. Will consider any combination of education and experience which would demonstrate the ability to perform the work.

The statement contained herein reflects general details as necessary to describe the principal function of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered all-inclusive as to work that may be assigned.