



Accounting Clerk

Salary \$17.50 - 20.00 Per Hour

Description

To Apply: Please visit our website and complete an application, www.kirbytx.org See Employment tab

SUMMARY:

Under the general supervision and direction of the Finance Director, or the City Managers designee, the Accounting Clerk will perform technical/clerical accounting functions in accordance with established procedures and regulations. Performs such duties as maintaining vendor records, processing invoices for payment, reconciling accounts payable, data entry and preparing reports and other correspondence in such a manner to ensure prompt payment of bills for services or goods received. May also cross- training as Permit and Municipal Court Clerk.

Essential Duties and Responsibilities include the following. Other duties may be assigned:

- Receives and processes invoices and check requests for payment, including coding to appropriate fund, department, and line items.
- Matches invoices with proper purchase orders; ensures completeness and accuracy of invoices and related documents.
- Data Entry of payables into automated system.
- Processes payments for vendors, prints checks and submits electronic files for ACH, in accordance with procedures. Match invoices to checks and distribute checks accordingly.
- Reconcile vendor statements, research, and correct discrepancies.
- Respond to questions regarding invoices, purchase orders, requisitions, or payments.
- Set up new vendors for 1099 reporting and request W9 forms as necessary.
- Regular filing and maintenance of accounts payable and vendor files and records.
- Sort and process incoming mail daily.

Knowledge, Skills, and Abilities:

- General knowledge and understanding of accounting methods, practices, principals and terminology used in finance and accounting, particularly as they relate to municipal operations.
- Knowledge of Public Information Act and its requirements, including record retention rules.
- Knowledge of business English with the ability to write in complete sentences using appropriate words, grammar, punctuation, and spelling.
- Skilled in organization and maintenance of accounting records and files for easy retrieval of information.
- Skilled in providing customer service, both internally and externally.
- Advanced skills with Microsoft Excel, Word, and accounting software, preferably ERP/INCODE 9.
- Ability to manage multiple tasks and follow up on pending issues to meet established deadlines.
- Ability to communicate to convey or exchange general work-related information or service to internal or external customers.
- Ability to manage interpersonal conflict situations requiring tact, diplomacy, and discretion; demonstrate ethical conduct and professionalism; establish and maintain effective working relationships with vendors, staff, other departments, and the public.
- Ability to read and interpret laws and other regulations relevant to public finance.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In a typical work setting, the Accounting Clerk will:

Interpersonal Relationships

Have a high level of social contact working closely with staff in shared office spaces, and maintains daily contact in person, by phone and email with city staff, vendors, contractors, and the department. It is imperative that the person employed in this position maintains professional and ethical standards, including courtesy, cooperation, transparency, positivity, reliability, efficiency, and a respectful attitude towards others, and shall represent the City in a positive way, both on duty and in connection with City sponsored activities.

Hours/Travel

Typically works a standard Monday-Friday 40-hour week but may be required to work evenings or weekends to meet deadlines or for special projects/assignments. **Predictable and regular attendance is considered an essential job function for this position.**

Physical Demands and Work Conditions

Works close to others in shared indoor office space. Frequently required to sit, stand at computer while using hands, arms, and fingers to reach and input data in systems. Exposure to noise from close co-workers. May lift and move boxes and equipment weighing up to 20 pounds.

Disaster Service Workers Clause

In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, designated employee's may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees; normal work assignments and may continue through the recovery phase of the emergency.

Job Description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. An employee may also perform other reasonable related business duties as assigned by the immediate supervisor. The City of Kirby is considered an At-Will employer, meaning both you and the City may, without any liability, terminate the employment relationship for any reason at any time and without notice.

Requirements

EDUCATION AND EXPERIENCE:

High School Diploma/GED from an accredited education agency; **AND** three (3) years of experience in any office environment combination of accounts payable, billing, auditing, purchasing, finance, permitting, municipal court, grants with preference in governmental accounting experience. Highly prefer college credit hours.

License and Certifications:

This position requires a valid Driver's License and the ability to be bondable.

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Click on Employment Tab. No phone calls, nor emails please.

The City of Kirby is an Equal Opportunity Employer of Qualified Individuals. A City of Kirby application is required. Resumes are considered additional information, and accepted with a completed City application.