

## City & Borough of Wrangell

## Position Description

|                                |                            |
|--------------------------------|----------------------------|
| Position: Accounting Clerk     | Type: Permanent, Full-Time |
| Department/Site: Finance       | FLSA: Non-exempt           |
| Evaluated by: Finance Director | Salary Grade: 13           |

### Summary

Performs various accounting, recordkeeping, and receptionist duties in conjunction with the finance department.

### Distinguishing Career Features

The Accounting Clerk is equal to the Utility Clerk in referring to the first in a two-level career ladder for clerical and technical accounting. The Accounting Clerk is the first level and focuses on assembly and processing of various accounts and handling of certain records. Advancement to Accounting Generalist is possible with demonstrated knowledge of the computer-aided accounting system and codes as well as the ability to process a full range of financial transactions for a complete account such as payroll, cash receipts and accounts receivable.

### Essential Duties and Responsibilities

#### **Communications**

- Answers and screens telephone calls. Assists visitors and resolves problems as they arise, and refers callers and visitors to appropriate personnel.

#### **Accounting**

- Processes accounts for payment.
- Performs daily cashier duties.
- Processes invoices, accounts, lease billings, and tax accounts.
- Maintains vendor and customer files.

#### **Deputy Clerk**

- Serves as Deputy Clerk, providing assistance to the Borough Clerk in the execution of municipal clerk duties under Alaska Statutes 29.20.380

#### **Records**

- Maintains various records and accounts and enters data into a computer. Processes forms regarding accounts, billings, and taxes. Maintains inventory control for office supplies.

#### **Teamwork & Cooperation**

- Performs other related duties as required or assigned. Works cooperatively with other employees, external agencies, and the public.
- May be required to serve as recording clerk for an advisory board such as the Parks & Recreation Board.
- ~~Parks & Recreation and Youth board meetings: Agenda, minutes, required public notices, and all related filing.~~

## **Qualifications**

### **Knowledge and Skills**

- Requires interpersonal skills to effectively communicate with the public, staff, and other persons. Requires courteous telephone skills.
- Requires general knowledge of accounting procedures, or ability to learn quickly. Requires ability to maintain accounts, perform banking and other transactions. Requires attention to detail and strong numerical ability.
- Requires proficiency with Microsoft Outlook (e-mail), Excel, and Word and Adobe Acrobat. Requires ability to keep records, process forms, and enter data into a computer. Requires excellent writing, grammar, spelling, and typing skills.
- Requires knowledge of all aspects of agenda management , including, but not limited to, the current agenda management platform.
- Requires willingness to perform various job-related duties as situations arise, strong sense of teamwork, and the ability to work cooperatively with others.

### **Abilities**

Ability to keep records, process forms, and enter data into the computer.

Requires strong aptitude for learning new computer software functions and processes quickly.

### **Physical Abilities**

Incumbent must be able to work in an office setting engaged in work of a primarily sedentary nature. Requires sufficient hand-eye-arm coordination to use a keyboard and 10-key, arm/hand movements to retrieve work materials from storage files, and operate a variety of general office equipment. Requires visual acuity to read computer screens, printed material, and detailed accounting information. Requires auditory ability to carry on conversations over the phone and in person.

### **Education and Experience**

Requires equivalent to high school diploma. Three years of relevant work experience in a professional business, office or administrative setting is required. Education or experience in accounting, budgeting, or position closely aligned with the duties, responsibilities and skills of the position is strongly preferred.

### **Licenses and Certificates**

Requires a valid driver's license.

### **Working Conditions**

Work is performed in an office environment with minimal safety considerations.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*