

City of Jefferson Job Description

Title: Accounting Clerk/Administrative Assistant

Department: Administration

FLSA: Non-Exempt

Reports To: City Administrator

SUMMARY:

Under general direction of the City Administrator, the Accounting Clerk/Administrative Assistant independently performs administrative and technical work in administering the City's budgetary, financial activities and capital projects management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists with the preparation of the City's annual operating budget, preparing budget amendments and transfers as required. Certify Tax Increment Financing and prepares annual Tax Increment Financing Report, State Fiscal Financial Report, Road Use Tax Report and other Federal and State Reports as required.
- Prepares monthly and annual revenue, expenditure, income statement, balance sheet, budget comparison reports.
- Responsible for monthly bank statement reconciliation.
- Assists with the annual audit.
- Assists with daily cash flow by determining need for cash to cover expenditures and availability of cash for investments.
- Responsible for City's investments and monitoring.
- Works closely with bond counsel and financial management advisor.
- Monitors City debt obligations.
- Assists with general accounting duties of accounts receivable, accounts payable, fund accounting, record of receipts and disbursements and reconciliation.
- Maintains computer updates and backups. Enters new projects in general ledger, sets up revenue and expenditure accounts.
- Maintains the chart of accounts. Ensures that all transactions are properly supported and in accordance with established laws, regulations and policies and transfers funds as required.
- Maintains separate records on all Federal and State grants and projects which includes completing proper reports and returning them to the appropriate officials; transferring money to appropriate funds; making all payments from appropriate funds as required and maintaining separate ledgers for each grant or project. Maintains finance related City records and documents.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Knowledge of the principals and methodology of public organization, functions and issues of municipal government.
- Knowledge of cash flow charts, municipal revenue sources, budgeting, municipal accounting practices, computer operation (accounting, payroll, word processing and spreadsheet), and municipal record keeping.
- Knowledge of modern office procedures.
- Requires accuracy, logical thinking, organizational and communication skills.
- Ability to accurately complete accounting transactions, make revenue estimates, reconcile financial records and to recognize irregularities in accounting records.
- Ability to interpret and apply related governmental fiscal laws and regulations to a variety of financial transactions.
- Ability to efficiently and accurately operate a calculator, typewriter, copier, fax equipment and to do advanced computer operations.
- Ability to handle multi-task situations.
- Ability to establish and maintain effective working relationships with other City employees, civic groups, the press and the general public.
- Ability to interact as a team player, cooperating with all City personnel while exercising integrity, confidentiality and trustworthiness.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Associate's degree in Accounting and two (2) years experience in public accounting or auditing or four (4) years of experience in public accounting. Proficient use of computer including Microsoft Office products.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

Occasionally required to push, pull, lift and carry books, files and related documents weighing up to 10 lbs. Occasional climbing of steps, stooping, bending, kneeling and reaching (horizontal/vertical) in retrieving and filing documents and records in shelves and drawers. Operates a variety of standard office equipment including computer, word processor, calculator, audio equipment requiring manual/finger dexterity and motor coordination proficiency.

Cognitive Demands

Position involves working directly with people, data and things in the provision of essential program components. Requires the ability to differentiate between numbers, figures and forms; visual, sound, color perception and discrimination. Capacity to use and interpret a variety of information furnished in written, oral or schedule form. Applies acquired knowledge and skill in the principles and practices associated with modern financial and related administrative management functions in the coordination and control of operational functions, public relations and resolution of problems with potentially sensitive implications.

Language Ability and Interpersonal Communication

Significant direct interaction with Mayor, Council Members, Department Heads, the public, the media, other governmental entities and employees in the provision of essential program services provided. Purpose of such interaction is to provide, exchange or obtain information in written or oral form which is crucial to the effective operation and management of governmental affairs. Requires the capacity to speak effectively and authoritatively regarding such services with individuals, groups and audiences with poise, voice control and confidence using correct English. Maintain self control during periods of extreme stress and rigid work deadlines. Requires the ability to read, interpret, apply and disseminate technical information which has a direct impact on governmental operations.

Environmental Adaptability

Work is performed in a general office environment, heated during the winter and cooled in the summer. Job is not subject to significant occupational or environmental hazards. Likelihood of personal injury would be relatively slight. Ongoing contact with the public in this setting always has the potential for dealing with irate customers and the public when they have a complaint regarding City services.

