



## City of Irving Job Description

### Senior Accounting Clerk

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Financial Services
<b>Job Code:</b>	F462	<b>Reports To (Job Title):</b>	Accounting Manager, Supervisor, or Financial Services Administrator

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#### PURPOSE

Performs a variety of accounting support duties including reconciling bank accounts, various general ledger balance accounts, handling and tracking cash transactions, and assisting with month and year end processing.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Reconcile bank accounts, researching Merchant charge back requests and cash report corrections.
- Reconcile various balance sheet accounts as assigned.
- Prepare DDR's for accounts payable checks and codes to correct account.
- Handle cash, cash reports, and other cash-related transactions, including preparing journal and correction entries and deposit slips and issuing receipts.
- Record and monitor hotel occupancy tax payments; Perform follow up collection efforts when necessary.
- Prepare monthly sales tax return, annual unclaimed property submission and posting, as well as monthly retiree insurance bank drafts.
- Maintain filing systems to support duties.
- Respond to inquiries from members of the public, including greeting and assisting walk-in visitors.
- Update vendor information in financial system.
- Answer telephone, including transferring calls and taking messages.

#### OTHER DUTIES AND RESPONSIBILITIES

- Perform various secretarial and clerical duties including faxing and photocopying.
- Assist in processing Open Records requests.

#### SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

#### FINANCIAL / BUDGETARY RESPONSIBILITY

Monthly account reconciliation on various funds with a total asset balance of approximately \$330 million.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to the completion of 12th grade, plus some college courses and/or basic bookkeeping skills.

### **EXPERIENCE**

- A minimum of three (3) years of related experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- None

### **KNOWLEDGE OF**

- Accounting: Principles and practices including internal controls, cash management, general ledger, accounts payable, and accounts receivable.
- English Language: The structure and content of the English language, including the meaning words and grammar.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- Office Systems: Administrative and clerical procedures and systems such as word-processing systems, and filing and records management systems.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.

### **SKILLS AND ABILITIES IN**

- Accuracy: Paying attention to detail in dealing with numbers, words, documents, and ideas.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Networking/Relationship Maintenance: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Mechanical/Technical: Safely operating diverse office equipment, especially computers, copiers, fax machines, calculators, and telephones.
- Service Orientation: Actively looking for ways to help people.
- System Ability: Multi-tasking by working with multiple of software packages simultaneously.

## **GUIDANCE RECEIVED**

### **Periodic Supervision and Range of Guidelines/Procedures**

Follows periodic direct instructions and guidelines, policies and procedures that require some interpretation. Problems that cannot be addressed through an existing guideline, policy or procedure are referred to supervisor or more senior position. Position incumbent must exercise judgment about when to escalate issues.

## **CONTACTS**

Staff in other departments, as well as depository banks

## **EQUIPMENT AND PROPERTY**

Computers (utilizing software such as Word and Excel), copiers/printers/faxes, and calculators.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

Balancing, carrying, kneeling, lifting, listening, seeing, sitting, standing, talking and walking.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

No unique work environment characteristics.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.