



## City of Irving Job Description

### Accounting Clerk I

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Multiple Departments
<b>Job Code:</b>	F562	<b>Reports To (Job Title):</b>	Designated Supervisor

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#### **PURPOSE**

To perform a variety of accounting support duties, including reconciling reports and statements, calculating amounts for payments, making travel arrangements, and assisting with budget preparation.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

- Issue and track all requisitions and purchase orders for the department.
- Ensure that purchasing requirements are met on all purchases.
- Reconcile reports from City Accounting Department, verifying year-to-date account listing of data entry specifications, and preparing documents/spreadsheets as needed for supporting information.
- Verify contract pricing on invoices submitted; updates contract management folders.
- Review and balances P-card expenditures.
- Process statements/invoices for payment on financial software system.
- Maintain files to support budget, purchasing, and other functions of the job.
- Assist with communications and correspondence with vendors, including resolving payment issues.
- Inventory, order, and maintain office supplies.
- Register members for classes and makes all travel arrangements for the department.
- Ensure that all travel expenses are submitted correctly and promptly.
- Respond to inquiries from members of the public, including greeting and assisting walk-in visitors.
- Answer telephone, including transferring calls and taking messages.
- Photocopy documents.
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Perform minor maintenance and repairs on office machines.
- May assist with sorting and distributing the mail.
- May check payroll for accuracy.

#### **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Track and balance accounts, order supplies, purchase equipment, and process payments for memberships and dues using the City purchasing card.

## **QUALIFICATIONS:**

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

### **EDUCATION**

- Equivalent to the completion of the 12th grade.

### **EXPERIENCE**

- Six months of related experience.

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

- Appropriate valid Texas driver's license.

### **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 of 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.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Mechanical/Technical: Safe operation of diverse office equipment including computers, copiers, fax machines, calculators, and telephones.
- Service Orientation: Actively looking for ways to help people.
- System Ability: Multi-tasking by working with multiple software packages simultaneously.
- Typing: Accurately entering information using computer keyboard.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Written Expression: Communicating information and ideas in writing so others will understand, including routine reports and correspondence.

- Reading Comprehension: Reading and interpreting documents
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.

## **GUIDANCE RECEIVED**

### **On-going Instructions and Range of Procedures**

Follows a range of established procedures, work methods and direct instructions. Must determine which procedure or method applies to each task or assignment and has some flexibility about the sequence of work. Issues outside of specific instructions and procedures are referred to supervisor or more senior position.

## **CONTACTS**

Contact with internal and external customers, outside agencies and vendors involving obtaining cooperation of people; courtesy and tact are required with moderately difficult or sensitive issues.

## **EQUIPMENT AND PROPERTY**

Office machinery: Xerox multi-function center copier/scanner, desktop computer, printers, telephones;  
Office software: Banner, Citrix, and Microsoft products.

## **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.\*

While performing the duties of this job, the employee constantly is required to listen, see, and/or sit. The employee frequently is required to carry, lift up to 10 pounds, pull, push, reach, stand, and/or talk.

## **WORK ENVIRONMENT**

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

The noise level in the work environment usually is quiet.

\* 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.