



## City of Irving Job Description

### Accounting Clerk II

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Multiple Departments
<b>Job Code:</b>	F512	<b>Reports To (Job Title):</b>	Designated Supervisor

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#### **PURPOSE**

To provide a variety of financial support duties, such as matching purchase orders and invoices to prepare accounts payable, handling and tracking cash transactions, assisting with payroll processing. Additionally, positions in this role may provide audit, research, and collections support, including liaising with the City Attorney's Office as necessary. Because of how accounting processes are integrated into other operations, the position may also need to provide general clerical, such as data entry, reception/customer service, document generation, and supply inventory maintenance.

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

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

- Handle cash, cash reports, and other cash-related transactions, including preparing journal deposit slips and direct disbursement requests.
- Assist with communications and correspondence with vendors, including resolving complaints.
- Maintain various spreadsheet and database tracking files, and other filing systems to support duties; audits registers / lists for accuracy, which may include payments and/or closed accounts, as well as eligibility for certain actions (e.g., transfers).
- Prepare payroll timesheets, enter payroll information into Banner, and review and approve time in iPortal.
- Respond to inquiries from members of the public, including greeting and assisting walk-in visitors.
- Inventory, orders, and maintains office supplies.
- Answer multiple telephone lines, including answering inquiries, transferring callers, and recording and conveying messages.
- Perform related duties as assigned.

#### **If Assigned to Finance:**

- Prepare, process, and match purchase orders and invoices, including assisting with item receiving, verifying vendor information, expediting payments, and contacting departments about invoices without corresponding purchase orders.
- Prepare and distributes checks according to instruction.
- Research late payments, returned checks, open invoices and duplicate payments.
- Assist with 1099 preparation and research.
- Process and follow up with billings and collections of miscellaneous accounts receivable (AR), utilizing the City's accounts receivable system.

#### **If Assigned to Fire Services:**

- Handle all travel arrangements; verify Travel Expense Reports, including receipt review for qualifying expenditures.

- Track and report expenditures for Grant-related items.
- Serve as liaison for contract and records management; Prepare folders for internal audit; Maintain spreadsheet to track contract expenditures to ensure they remain within authorized limits.
- Process all procurement card transactions.

**If Assigned to Customer Service:**

- May draft demand letters and notifications related to delinquent accounts, maintaining applicable records.
- Liaise with Collections agencies and City Attorney’s Office.

**If Assigned Vault responsibility:**

- Run RAPID PAY report
- Balance cash drawer, count and reconcile cash register daily; issue change to front counter throughout the business day; handle checks for EMS service; prepare cash reports.
- Review and reconcile cash batches; verify payments, reviewing with other staff as appropriate.
- Track and order cash from the bank.

**OTHER DUTIES AND RESPONSIBILITIES**

- Perform various secretarial and clerical duties including faxing and photocopying.
- Use discretion while providing secretarial & clerical support in the handling of confidential matters.
- May serve as Backup for others in a public-facing customer service role involved with reception and/or small sales.

**If assigned to Arts:**

- Travel to City Hall for clerical related issues and the bank to make weekly deposits.
- Assist in processing of Open Records requests.

**SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

**FINANCIAL / BUDGETARY RESPONSIBILITY**

Regularly handles money and other transactions in amounts that over the course of a year could range up to \$500,000.

Note, **if assigned Vault Responsibility**, will be responsible for depositing all monies up to approximately \$10 Million, monthly.

## **QUALIFICATIONS:**

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

### **EDUCATION**

- Equivalent to the completion of the 12<sup>th</sup> grade.

### **EXPERIENCE**

- Minimum of two (2) years of related experience.

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

- Appropriate valid Texas driver's license may be required.

### **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.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.

### **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.
- Cooperation: 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 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.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Written Expression: Communicating information and ideas in writing such as routine reports and correspondence, so others will understand.
- Reading Comprehension: Reading and interpreting documents.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, & calendaring.

- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.

## **GUIDANCE RECEIVED**

### **General Instructions and Established Precedent/Procedures**

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

## **CONTACTS**

Interacts with other departments in the City. Also regular contacts with other law enforcement agencies and municipal courts, outside vendors and service technicians, as well as armed courier services.

## **EQUIPMENT AND PROPERTY**

Personal computer, calculator, money counter, telephone, other office machinery and filing systems.

## **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.\*

The employee constantly is required to grasp, handle, feel, listen, reach, see, and/or sit. Frequently, s/he is required to carry, lift up to 10 pounds, stand, walk, and/or talk. Occasionally, s/he must pull, push, drive a vehicle, and/or stoop.

## **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 is moderate, and the work is fast paced. When collecting monies from the jail, the employee must enter the secured inmate portion of the jail, inmates are sometimes not confined, but closely supervised.

\* 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.