

**City of Ferndale
JOB DESCRIPTION**

ACCOUNTING CLERK II

REPORTS TO: FINANCE DIRECTOR	DEPARTMENT: FINANCE	CLASSIFICATION: UNION – NON-EXEMPT
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JOB SUMMARY:
Under the direction of the City Finance Director, perform a variety of accounting-related activities involved in accounts payable and cashiering.

Grade 10

LAST REVISED: 01/2016

Mayor Review: _____

Dept Head Review: _____

Union Review: _____

Employee Review: _____

ESSENTIAL FUNCTIONS

1. Maintain a set of financial records related to an assigned City-wide accounting function; coordinate assigned accounting activity with other City financial functions.
2. Maintain accurate records and files in the areas of expenditures, budget and requisitioning, establish customer and vendor accounts and lists.
3. Verify, balance and adjust accounts; prepare documentation for computer input; assist in resolving computer-related problems.
4. Prepare, post, assemble, tabulate, compare and verify accounts payable data; prepare and enter information to the computer, all in compliance with the Finance Director's written procedures.
5. Prepare and check invoices, purchase orders and similar documents; process documents involved in financial transactions.
6. Compare, schedule, index and file invoices, vouchers and other records.
7. Prepare and maintain a variety of statistical and budgetary records and reports; prepare and review various statistical or accounting tables and reports.
8. Receive and provide information to other City departments and personnel, vendors and various agencies and organizations.
9. Perform cashier function.
10. Perform filing for Accounts Payable.
11. Answer phone calls to the main City Hall phone line.
12. Operate a variety of office machines including computers and related equipment, calculator, copier, typewriter and other specialized equipment related to assigned activities.
13. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Basic accounting practices and procedures. Modern office practices, procedures and equipment. Interpersonal skills using tact, patience and courtesy. Applicable laws, codes, regulations, policies and procedures. Oral and written communications skills. Financial, statistical and budgetary record-keeping techniques. Operation of a computer terminal and office machines. Telephone techniques and etiquette.

ABILITY TO: Interpret, apply and explain relevant regulations, policies and procedures. Add, subtract, multiply and divide quickly and accurately. Prepare and maintain a variety of statistical and budgetary records and reports. Maintain assigned fiscal and accounting records accurately and efficiently. Perform accounting clerical work. Type at an acceptable rate of speed. Learn office policies, rules and practices. Understand and follow oral and written directions. Meet schedules and time lines. Communicate effectively both orally and in writing. Establish and maintain cooperative and effective working relationships with others. Work courteously and tactfully with customers and employees.

QUALIFICATIONS:**Education/Experience:**

Any combination equivalent to: graduation from high school and two to four years of increasingly responsible Accounts Payable experience involving financial and statistical record-keeping, and strong customer service background in a busy environment.

WORK ENVIRONMENT:

Office environment; subject to distractions from phones, customers and others at the counter. Ability to work effectively and calmly with sometimes abusive and/or angry individuals.

NECESSARY SPECIAL REQUIREMENTS:

Valid Washington Driver's License and a safe driving record.
Physical ability to perform essential functions of the job. Also, must pass job related physical capacities evaluation at time of hire. Must be bondable.

PHYSICAL ABILITIES:

Speaking to exchange information on the telephone or in person; sitting and standing for extended periods of time; seeing and hearing to conduct work.

TESTING:

Candidates may be tested on the following:

Ability to operate 10-key by touch with high degree of accuracy.

Ability to meet or exceed 45 wpm with high degree of accuracy.

Ability to problem-solve based on established criteria.

Ability to problem-solve based on abstract situations.

Ability to compose routine and complex correspondence.

Ability to track and resolve errors quickly and efficiently.

DISCLAIMER: Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions or similar behaviors, attributes or requirements associated with a job.