



City of Duvall

Small Town. Real Life.

**THE CITY OF DUVALL
WASHINGTON**

ACCOUNTING ASSOCIATE

\$39,261.45 – \$63,617.46

Plus Excellent Benefits

Application Deadline: May 28, 2019

Expected Recruitment Schedule:

Internal Review: May 29-31, 2019

Initial Interviews: June 3-4, 2019

Employment Offer: June 7, 2019

Start date on or before June 25, 2019

City of Duvall Position Description

Class Title: Accounting Associate
Department: Finance
Union: Teamsters Local Union No. 763
Date: 01/01/98

GENERAL PURPOSE

Performs routine clerical, accounting, and administrative work related to general ledger, accounts payable, accounts receivable and payroll functions. May also perform duties related to other functional areas or responsibilities of the Finance Department.

SUPERVISION RECEIVED

Works under the general supervision of the Finance Director according to a relatively fixed work routine.

SUPERVISION EXERCISED

None generally. May supervise other part-time or temporary staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares and verifies monthly payrolls; prepares, disperses and collects time sheets.

Maintains employment related data on City employees such as total hours, changes in name or address, salary changes, payroll deduction changes, tax exemptions, insurance coverages, maintains vacation and sick leave records.

Calculates and pays state taxes, monthly federal taxes, medical premiums, retirement sums, etc.

Responds to payroll related inquiries.

Processes claims and vouchers for payment. Reviews BARS budget coding. Verifies appropriateness of vouchers for payments in excess of budget.

Prepares monthly, quarterly, and annual payroll reports.

Disburses City funds upon approval of warrants, vouchers, coupons or bonds.

Prepares employee benefit payments, maintains related data, and prepares related reports.

Maintains a daily cash balance; balances cash on hand against receipts; prepares and balances deposits; makes a listing of deposits by accounts; examines receipts for accuracy and completeness; deposits monies into bank.

Accumulates, calculates, posts, balances, and reconciles data and accounts as assigned. Investigates and resolves discrepancies as necessary in accordance with established procedures.

Monitors routine or recurring billings to ensure they are paid up to date and in the proper period.

Prepares periodic utility, financial, statistical or operational reports as assigned.

Processes purchase orders; maintains purchase order log.

Enters purchase orders and invoices into vendor files and maintains master vendor list.

Processes claims and vouchers for payment; matches invoice with purchase order; checks all claims for accuracy; verifies account codes for proper assignment of budget expenditure; sends claims vouchers to department directors for approval; resolves disputes within area of authority and responsibility.

Prepares automated and manual warrants; mails warrants and checks.

Prepares claims for administrative or governing body approval.

Enters expenditure data on ledgers, control sheets, vouchers, warrants and other accounting records; enters accounts payable expenditures into financial system.

Prepares and monitors developer billing.

Manages accounts receivable.

Inputs budgetary data into financial accounting system.

Coordinates with the accountant or Finance Director as needed to ensure that accounting transactions are properly reflected in the financial system.

Coordinates with staff in other City departments, provides customer service and support on accounting and finance related issues.

Assists in other areas and performs other duties as assigned.

PERIPHERAL DUTIES

Provides clerical support to other department staff as required.

Composes, inputs, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

May serve as a back-up for other finance positions.

In the absence of Human Resources, maintains records relating and pertinent to Worker's Compensation Claims, and effectively communications/corresponds with the Department of Labor & Industries regarding claims made by City employees, and maintains timely/accurate records of said claims.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from high school or equivalency, and

(B) Four (4) years of related experience in general ledger, payroll, accounts payable or accounts receivable functions.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; working knowledge of governmental accounting principles and practices.

(B) Working knowledge of Microsoft Office products.

(C) Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions.

(D) Ability to work independently and make decisions within a framework of established policies and procedures.

SPECIAL REQUIREMENTS

Must be bondable.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; 10-key calculator, phone, copy machine, fax machine.

Minimum of four (4) years experience working with financial database software.

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: Sara D Thomas 5/10/19
City Administrator Date

Approval: Amy Ockerlender 5/10/19
Mayor Date

Effective Date: 01/01/98 Revision History: 01/01/98 Rev A
05/03/01 Rev. B
06/23/08 Rev.C
05/10/19 Rev. D