

Job Description



FINANCE CLERK

Department:	Finance	Revised Date:	September 2008
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GENERAL PURPOSE: Under general supervision, performs a variety of accounting and clerical tasks; records and processes accounts payable and receivable, budget, revenue, payroll, and other technical accounting transactions; work in compliance with established procedures.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Receive and process invoices and payroll; prepare and maintain accounting records and related reports; assist in Town budget preparation and development; tracks expenditures, and monitors budget and financial variables, revenue cycle and expenditure trends.
- Verifies the accuracy of financial records; assist with resolving accounting and budget issues; understand financial policies and rules.
- Evaluate accounting documents and procedures for accuracy, completeness, and compliance with Federal, state, and Town policies and practices.
- Assist with the preparation and filing of financial reports; coordinates external financial reporting and work with external auditors.
- Performs other technical accounting activities, including general ledger, accounts payable, revenue, accounts receivable, special fund accounting, bank deposits, reconciliations, and capital assets; reviews and validates data.
- Checks documents for validity and accuracy of information; performs mathematical calculations; records, files and distributes related paperwork and technical documents.
- Maintains financial records and associated filing systems; verifies and enters payments, receipts, and other data into the computer tracking systems; codes documents, processes transactions, updates accounts, compiles documentation, and generates reports.
- Coordinates payroll activities and employee time reporting.
- Responds to requests for information; provides technical information within scope of authority; refers matters requiring policy interpretation to department head for resolution.
- Assures that all reports and paperwork are completed in a timely manner; updates, corrects, retrieves and releases information according to procedures.
- Maintains the absolute confidentiality of all records and information.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

None.

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MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or GED equivalent; AND two year's accounting and budgeting experience; OR an equivalent combination of education and experience. An Associates degree in Accounting is preferred.

Required Licenses or Certifications:

Must possess State of Arizona Driver's license.

Required Knowledge of:

- Town organization, operations, policies and procedures.
- General accounting standards, policies, procedures and regulations.
- Applicable state and Federal rules, codes and regulations.
- Record keeping and file maintenance principles and procedures.
- General ledger reconciliation procedures.
- Business and personal computers, and spreadsheet software applications.

Required Skill in:

- Applying accounting rules and Town policies and procedures.
- Maintaining interrelated financial and technical records, and identifying and reconciling errors.
- Using initiative and independent judgment within established procedural guidelines.
- Interpreting financial documents, and preparing financial reports.
- Correcting and updating financial information systems.
- Performing mathematical calculations with skill and accuracy; reviewing and verifying calculations.
- Establishing and maintaining cooperative working relationships with co-workers and general public.
- Assessing and prioritizing multiple tasks, projects and demands.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

- Work is performed in a standard office environment.