

City of Alamo Job Description

JOB TITLE: Accounting Clerk	APPROVED BY CITY COMMISSION
DEPARTMENT: Finance	DATE: <u>Approved October 5, 2022</u>
DEPT. NO. : 2600	SALARIED:
SUPERVISOR: Finance Director	HOURLY: XXX
FULL TIME: XXX	EXEMPT:
PART TIME:	NON-EXEMPT: XXX

JOB SUMMARY: Under supervision, performs routine accounts payable/receivable, general accounting, clerical and data entry procedures; and do related work as required.

ESSENTIAL JOB FUNCTIONS: Computes invoices for accounts payable and cash receipts for accounts receivables; enters accounting data in computer; payroll and comp. time hours; uses 10-key calculator / adding machine, general filing procedures. Works and communicates effectively with public vendors and employees.

OTHER JOB FUNCTIONS: Typing interdepartmental memos, research on accounts, interaction with all city departments.

WORKING CONDITIONS AND PHYSICAL DEMANDS: Inside, sitting while using the computer for extended periods of time.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES: High School Diploma, GED, business course a plus.

EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS: Preferred accounts payable/receivable, cash, handling, knowledgeable of methods, practices and terminology used in financial, statistical, and clerical work. Data entry, typing, and calculator/ adding machine knowledge preferred.