



JOB ANNOUNCEMENT CITY OF TROY, AL INTERNAL/EXTERNAL

CLASSIFICATION TITLE: STAFF ACCOUNTANT I

FLSA DESIGNATION: NON-EXEMPT, CLASSIFIED

OPENING DATE: 11/13/2020

CLOSING DATE: 11/30/2020

SKILL LEVEL: 10

SUMMARY DESCRIPTION:

Under the general direction of the City Clerk / Treasurer performs sometimes complex, varied administrative and operational functions necessary including, but not limited to relating to accounts payable, accounts receivable, cash collections, clerical duties, account reconciliation, and other governmental accounting or office functions.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Providing clerical assistance to the office of the City Clerk / Treasurer.

1. Assisting with accounts payable, accounts receivable, assets, the purchase order process, as needed, at administrative level.
2. Reconciliation and updating cash collections, balancing, and maintaining records and reports of multiple accounts, such as vendor invoices, vendor statements, bank statements, credit card statements, sales tax, and other various financial transactions.
3. Prepare accounting entries to record various financial transactions / bank transfers.
4. Review daily computer system audit reports for accuracy.
5. Perform technical accounting work according to established procedures / standards.
6. General office functions such as daily filing, answering phones and taking correct messages.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Accounting principles, and procedures.
- Modern office methods, practices, procedures, and equipment to include familiarity with computerized accounting methods and equipment.
- Proper format of letters, memos, tables, forms, data entry, and organization.

Skill in:

- Written communication and oral communication to include communicating with and maintaining a good working relationship with vendors, other departments, the general public, managers, and co-workers, in order to give and receive information in a professional and courteous manner.
- Ability to interpret and follow verbal and written instructions.
- Ability to work independently with moderate supervision to include establishing priorities and meet established deadlines, motivating self, and determining when tasks require the assistance of others.
- Ability to operate computer and other general office equipment.
- Ability to organize files and effectively retrieve data.

MINIMUM QUALIFICATIONS – Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

1. Post-secondary degree in a related field is preferred.
2. At least 2 years' experience in bookkeeping and accounts payable / receivable.
3. Must have a valid Alabama Driver's License, a good driving record.
4. Must submit to and pass a pre-employment physical, and drug and alcohol screening.
5. Prior to employment offer, position subject to satisfactory background check.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification but are determined by the normal requirements for the particular position.

Essential Physical Abilities
Work is primarily performed in an office setting. The employee occasionally lifts light objects weighing less than 24 pounds.
Supervisory Control
The City Clerk/Treasurer assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.
Guidelines
Guidelines include City of Troy Personnel Policies and procedures, benefits policies and procedures, the Risk Management Manual, and the City of Troy Core Values. These guidelines are generally clear and specific, but may require some interpretation in application.
Complexity
The work consists of related clerk/treasurer duties. The large number of policies, procedures, laws and regulations to be followed contributes to the complexity of this position.
Scope & Effect
The purpose of this position is to provide support to the City of Troy Clerk/Treasurer and to act under his supervision. Success in this position results in greater effectiveness of the City Clerk/Treasurer's processes and services.
Personal Contacts

Contact are typically with employees, co-workers, elected officials, candidates, vendors, and members of the general public.
Purpose of Contacts
Contacts are typically to give or exchange information, resolve problems, and provide services.
Work Environment
The work is typically performed in an office.
Supervision Exercised
None

NOTE:

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Some travel required.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

City of Troy
Human Resources Dept.
Troy, Alabama

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION.

The City of Troy is an Equal Opportunity Employer.