



# CITY OF YACHATS POSITION DESCRIPTION

**Department:** Administration

**Bargaining Unit:** Represented

**Reports to:** City Manager

**FLSA:** Exempt

**Position Title:** Accounting Specialist

**Salary Range:**

**Revised Date:**

## **SUMMARY OF POSITION**

The City of Yachats is committed to providing extraordinary public service through its multiple areas of responsibility. The Accounting Specialist provides executive-level assistance to the Chief Administrative Officer and performs related duties, as assigned. A high degree of ability to make independent and objective judgments, analyze consequences, and make and support recommendations based on detailed knowledge of policy, procedures and administrative guidelines is required.

The Accounting Specialist provides a wide variety of secretarial, technical, and advanced administrative-related tasks in support of the Chief Administrative Officer. Knowledge specific to calculating, recording and maintaining routine accounting information is required. The position ensures accurate documentation of City governmental activity, specifically financial transactions, accounts payable and receivable, personnel-file management, budget preparation and analysis, and attention to legal requirements for financial records. The work requires discretion, and independent judgment, knowledge of City activities, and the ability to conduct independent projects.

The Accounting Specialist combines responsibility for financial records and official documents with administrative support to the Chief Administrative Officer. The position requires knowledge of accounting procedures and is document-oriented. Incumbent may perform the work of the Chief Administrative Officer in his or her absence.

## **EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Identify new or alternative sources of funding, administer program funding, assist in negotiating, preparing, and monitoring contracts.
- Receive funds, record amounts received, prepare records of transactions and record data, and balance accounts. Prepare bank deposits. Receive and reconcile monthly bank statements. Prepare and maintain records for all fixed assets of the City.

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently*



## CITY OF YACHATS POSITION DESCRIPTION

- Gather, review and enter payroll data, including time sheets and leave records. Communicate with employees to obtain or clarify information. Processes tax payments for both federal and state. Prepares and processes PERS and insurance documents for all employees.
- Recommend and implement system changes to enhance funding potential and budget control; create and maintain a fixed assets structure.
- Provide informed input on matters relating to the annual operating budget.
- Provide informed input on departmental policy decisions, based on training, observations and experience.
- Attend Council, committee and commission meetings, as deemed necessary by the Chief Administrative Officer. Keep the Chief Administrative Officer advised of the affairs and needs of the City and its various departments, via daily communications, either verbally or in writing.
- Assist in the annual preparation of the City Budget, as well as ensuring throughout the year that revenue and expenditures are recorded accurately, and limitations are observed.
- Assist in establishing position descriptions, salary ranges and implementing labor agreements.
- Provide administrative and technical support to the Chief Administrative Officer, Mayor and City Council.
- Exercise tact, patience and professional courtesy while acting on behalf of the City.
- Attend various meetings, as appropriate, as a representative of the City of Yachats.
- Prepare professional correspondence or reports for review by Chief Administrative Officer.
- May perform other duties such as recording liens, work with vendors on rate issues and other tasks as assigned

### **AUXILIARY JOB FUNCTIONS**

- Represent the City of Yachats by providing excellent customer service in responding to the public, citizens, its employees, and others in a prompt, professional, respectful, and courteous manner while continuously maintaining a positive customer service demeanor, including being knowledgeable in answering questions from the diverse internal and external team members and the public.
- Maintain work areas in a clean and orderly manner and follow all safety rules and procedures established for work areas.
- Assists other staff and department projects as assigned by supervisor.
- Performs other related duties as assigned by supervisor.
- Provide support to City Council and to City commissions and committees as assigned.
- Train with assigned staff to perform back-up support and assist other departments as necessary by performing other related duties as assigned.
- May provide assistance to other City personnel as needs of the City dictate.
- Must maintain work areas in City Hall in a clean and orderly manner.

### **SUPERVISION RECEIVED AND EXERCISED**

- Work is performed under the general supervision of the Chief Administrative Officer. Work may be reviewed upon completion, or as issues occur, for accuracy, timeliness and conformance to laws, rules, policies and procedures.

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently*



## CITY OF YACHATS POSITION DESCRIPTION

- The Accounting Clerk may act as a lead worker or trainer, at the Chief Administrative Officer's request.

### MINIMUM QUALIFICATIONS

#### **Education and Experience**

- A Bachelor's degree in a related field is preferred, but not required.; or
- Can demonstrate a history of progressively responsible administrative support and/or records management experience ~~is required~~.
- Experience in observing and enforcing strict confidentiality rules, as well as experience in meeting tight deadlines is required.
- Governmental practices, accounts payable and receivables, and payroll experience is preferred, but not required.

#### **Other**

- Be qualified to be bonded for the performance of duties of the office, cost of bonding paid by the City.
- Possess or obtain a valid Oregon Driver's License within 90 days of hire date.
- Must have reliable transportation in order to travel as assigned.
- Must successfully complete a criminal history background and driving record check.

### SKILLS AND ABILITIES

#### **Knowledge of:**

- Possess, or obtain in a timely fashion, a working knowledge of the principles and practices of public administration for government operations, government organization, and government work processes
- Proper English usage, grammar, spelling, and punctuation to prepare professional correspondence
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Requires advanced knowledge of software programs that support this level of work. Must communicate effectively and generate easy-to-understand reports appropriate for the targeted audience.
- Computerized, double-entry bookkeeping and accounting, and the ability to learn fund accounting.
- Business language, writing and mathematics. Willingness to learn municipal budget process and local government structure.
- Obtain and maintain specialized knowledge of the principles, legal requirements and techniques applicable to job responsibilities.

#### **Skills In:**

- Establishing and maintaining positive, cooperative, and effective working relationships with diverse internal and external team members, citizens, businesses, and community organizations.

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently*



## CITY OF YACHATS POSITION DESCRIPTION

- Providing exemplary customer service and conflict resolution for internal and external customers.
- Exercising thoroughness and attention to detail to develop and maintain accurate, detailed files and records.

### **Ability to:**

- Exercise good time management skills in order to accomplish both daily tasks and on-going projects.
- Work independently on assigned tasks, handle multiple projects and a high volume of work in a timely manner, with frequent distractions
- Organize and structure own work, and exercise initiative.
- Gather, organize and analyze data and information and draw conclusions and formulate recommendations.
- Maintain regular job attendance and adherence to working hours.
- Perform the essential functions of the job with, or without, reasonable accommodation.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Exercise restraint at appropriate times and communicate with sensitivity in political situations and/or conversations.
- Communicate effectively using both verbal and written forms.
- Must be able to work independently, using initiative and judgment to correctly complete tasks, and to generate accurate, appropriate, and timely documents on a daily basis.
- Learn fund accounting.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

*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.*

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle; and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently*



## CITY OF YACHATS POSITION DESCRIPTION

between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

- Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Irregular work hours may be required.
- While performing the duties of this position, Accounting Clerk is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties may involve moving materials weighing up to ten pounds on a regular basis and occasionally items such as files, boxes, equipment and occasionally heavier items. Manual dexterity and coordination are required over 50 per cent of the work period, while operating equipment such as a computer keyboard, calculator and standard office equipment.
- Most of work period occurs under usual working conditions where the noise level is typical of most office environments with telephones, personal interruptions and background noise. Overnight travel is not typically required but may occur for conference attending or training.

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently*