

**Accounting Specialist
City of Yachats, Oregon**

DISTINGUISHING FEATURES

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. May perform the work of the Chief Administrative Officer in his or her absence.

The Accounting Specialist provides a wide variety of 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.

SUPERVISION RECEIVED

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.

SUPERVISION EXERCISED

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

PERFORMANCE AREAS

The Accounting Specialist shall:

1. Identify new or alternative sources of funding, administer program funding, assist in negotiating, preparing, and monitoring contracts.
2. 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.
3. 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.

4. Recommend and implement system changes to enhance funding potential and budget control; create and maintain a fixed assets structure.
5. Provide informed input on matters relating to the annual operating budget.
6. Provide informed input on departmental policy decisions, based on training, observations and experience.
7. Attend Council, committee and commission meetings, as deemed necessary by the Chief Administrative Officer.
8. Keep the Chief Administrative Officer advised of the affairs and needs of the City and its various departments, via regular communications either verbally or in writing.
9. 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.
10. Assist in establishing position descriptions, salary ranges and implementing labor agreements.
11. Provide administrative and technical support to the Chief Administrative Officer, Mayor and City Council.
12. Exercise tact, patience and professional courtesy while acting on behalf of the City.
13. Attend various meetings, as appropriate, as a representative of the City of Yachats.
14. Prepare professional correspondence or reports for review by Chief Administrative Officer.
15. May perform other duties such as recording liens, work with vendors on rate issues and other tasks as assigned

EMPLOYMENT STANDARDS

The Accounting Clerk shall:

1. Be appointed by the Chief Administrative Officer, in coordination with the Mayor and City Council, serving as an at-will employee; May be rewarded, disciplined or terminated for cause by the Chief Administrative Officer, in coordination with the Mayor and Council.
2. Receive such initial compensation as agreed upon by a majority vote of the Mayor and Council, in addition to the benefits provided to all other full time employees of the City (e.g., PERS, insurance).
3. Be qualified to be bonded for the performance of duties of the office, cost of bonding paid for by the City.

EDUCATIONAL REQUIREMENTS

A Bachelor's degree in a related field is preferred, but not required.

RELATED EXPERIENCE

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.

KNOWLEDGE/SKILLS/ABILITY

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.

Obtain and maintain specialized knowledge of the principles, legal requirements and techniques applicable to job responsibilities.

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.

COMPENSATION TYPE

Monthly salary with no paid overtime. Hours required in excess of 40 hours per week, such as meetings, travel and training attendance, may be flexed hour-for-hour, but have no monetary value. Work over 40 hours per week must be assigned or approved by Chief Administrative Officer and will be flexed out.

Accounting Clerk shall receive the same benefits as all other employees, including vacation hours, sick leave hours, PERS, insurance and an annual cost of living increase, effective July 1 of each year. Job duties may be added or removed, subject to the needs of the employer.

EXEMPTION STATUS

Exempt management (confidential employee)

MANDATORY REQUIREMENTS: Knowledge of computerized, double-entry bookkeeping and accounting, and the ability to learn fund accounting. Knowledge of business language, writing and mathematics. Ability to learn municipal budget process and local government structure. Ability to 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.

AUXILIARY JOB FUNCTIONS

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.

PHYSICAL DEMANDS OF POSITION

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.

WORKING CONDITIONS

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.