

ORGANIZATION: City of Yachats

DEPARTMENT: Administration/Finance

JOB TITLE: Deputy City Recorder - Accounting

PURPOSE OF POSITION:

Perform specialized clerical work and full-cycle accounting activities including general ledger reconciliation, accounts payable, enter transaction data into the computerized accounting system, generate reports as requested, record all receipts, enter payroll data provided by City Manager, and perform other general tasks as assigned.

ESSENTIAL JOB FUNCTIONS:

1. Type technical records and documents as required in course of work; compose and type pertinent correspondence as directed.
2. Receive and screen visitors and telephone calls as needed. Assist callers and visitors by providing information and/or directing them to the appropriate resource. Give information to the public and other Departments.
3. Compile information from a variety of sources and prepare reports which may include quantitative analysis. Perform data gathering and preparation of reports for the City Manager's review and signature.
4. Maintain check register and accounts payable file; Process bills for approval; Generate approved checks. Post daily receipts to general ledger.
5. Monthly bank reconciliation.
6. Create and maintain Grant files for payment records for Auditor
7. Assist City Manager with compiling financial documents for Budget
8. Assist with retrieve, open, date-stamp and route mail as needed.
9. Assist Deputy City Recorder in records management and City files and records as needed. Assist the public, volunteers, and staff in accessing City records (paper, audio, tape, and database); Make copies; Assist with mailings.
10. Assist City Planner as needed by performing a variety of clerical duties including mailing notices to the public and/or state and local agencies regarding land use actions, ordinance changes, and Comprehensive Plan changes.
11. May act as back-up recording secretary for other City Commissions or City Council as needed
12. Perform data entry and word processing including correspondence, reports and other documents. Maintain database files.
13. Act as a Notary.
14. Maintain cooperative working relationship with City staff, other organizations, and the public.
15. Follow all safety rules and procedures for work areas.
16. Produce City Newsletter and to be reviewed by City Manager
17. Manage & maintain City Website and any Social Media content with City Manager's approval

Title: Deputy City Recorder

AUXILIARY JOB FUNCTIONS:

1. May provide assistance to other department personnel as workload and staffing levels dictate.
2. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Knowledge of computerized, double-entry bookkeeping and accounting and the ability to learn public fund accounting. Knowledge of business language and writing, and mathematics. Knowledge of word processing and spreadsheets, using such tools as MS Office Suite (Word, Excel), internet research tools, and standard office equipment. Willing to learn municipal budget process, land-use planning, and local government structure. Ability to communicate effectively using both verbal and written forms. Equivalent to High School graduation and additional specialized training in business administration and two years' experience in an office administrative capacity or any satisfactory combination of education, training, and experience which demonstrates the required knowledge, skills, and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Notary Public license, or within 6 months of hire.

DESIRABLE REQUIREMENTS: Ability to work independently, using initiative and judgment in completing tasks. Experience in establishing and maintaining records, reports, and statistical data.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee 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 5 pounds on a regular basis and up to 50 pounds on an infrequent basis such as papers, files, boxes, light equipment, etc. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

Overnight travel is not a typical requirement for this position unless for conference or training opportunities.

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. Some evening work may be required of this position.

SUPERVISORY RESPONSIBILITIES:

Supervision of others is not a function assigned to this position. May provide training and orientation to newly assigned personnel.

SUPERVISION RECEIVED:

Work under the direction of the City Manager. Policies and procedures dictate most aspects of the work.

This description covers the most significant essential and auxiliary duties performed by the position, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position.