

## **TOWN OF RICHLANDS JOB DESCRIPTION**

**Department:** Finance Office

**Job Title:** Accounting Clerk

**Reports to:** Director of Finance

**Classification:** Hourly Non-Exempt

**Nature of Work:**

The Accounting Clerk will be responsible for performing a variety of general accounting support tasks in the Finance Office.

**Examples of Job Duties:**

- Update and maintain general ledger accounts, accounting journals, ledgers and other records detailing town financial transactions (e.g., disbursements, expense vouchers, receipts, etc.)
- Reconcile bank statements and credit card receipts and statements monthly.
- Regularly maintain detailed reconciliations of all balance sheet accounts (i.e. accounts receivable, accounts payable, etc.)
- Prepare detailed analyses and explanations of all transactions
- Summarize current financial status by collecting information and preparing balance sheet, profit and loss statement, periodic reports that compare budgeted costs to actual costs, cash and fund balance statements and other reports deemed necessary
- Prepare asset, liability, and capital account entries by compiling and analyzing account information. Keeping records and tracking all town assets purchased and in use. Update records when assets are removed and no longer in use. Maintaining a current depreciation schedule
- Prepare Grant financial reporting and reimbursement vouchers. Keep records and track grant receipts and expenditures
- Provide advice and assistance in making decisions in the areas of finances, analysis, financial software and accounting as requested by management
- Work cooperatively with the town's finance director and audit firm

**Minimum Education, Experience, and Licenses:**

Should have an advanced education degree majoring in accounting, prefer a bachelor's Degree, however, an Associate Degree with a minimum of three years works experience in governmental or organizations that are affiliated with general governmental practices may be accepted. Applicable work experience in the governmental or associated accounting field may be substituted for educational requirements.

**Knowledge, Skills, and Abilities:**

Must have extensive knowledge of the principles and practices of accounting and auditing. Must possess or acquire knowledge of federal and state law along with Town ordinances and policies concerning Town fiscal operations. Must Have experience in Microsoft products mainly Excel, Word and Outlook. Must be able to prepare clear and concise financial statements, budget reports, revenue and expenditures report and related financial reports in a timely manner. Must be detail oriented, organized and accurate.

**Physical Standards:**

Employee must display a professional appearance and dress attire that promotes the Town of Richlands and its employees. Must be physically able to operate a variety of automated office machines, but not limited to computers, typewriters, calculators, copiers, facsimile machine and postage machines.

**Work Standards:**

Normal place of employee will be the Town of Richlands Town Hall. Travel and training should be expected that would require out of town trips.

**Wages:**

\$14.00 to \$19.00 depending upon qualifications.