JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Accounting Associate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Finance Department</td>
</tr>
<tr>
<td>Reports to Position</td>
<td>Finance Manager</td>
</tr>
<tr>
<td>Location</td>
<td>City Hall</td>
</tr>
<tr>
<td>Effect. Date</td>
<td>02/2019</td>
</tr>
<tr>
<td>Civil Service</td>
<td>Yes</td>
</tr>
<tr>
<td>Bargaining Unit</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Pay Grade</td>
<td>NB Pay Scale</td>
</tr>
<tr>
<td>Overtime Status</td>
<td>Hourly – Paid Overtime</td>
</tr>
<tr>
<td>FLSA Status</td>
<td>Non-Exempt</td>
</tr>
</tbody>
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JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):

Under the general direction of the Finance Director, provides a wide variety of financial recording, administrative support and technical accounts processing duties. Assists other Finance staff with special projects when necessary.

ESSENTIAL JOB DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

- Performs accounts receivable functions such as processing cash receipts, preparing accounts receivable invoices, and monitoring accounts receivable.
- Closes and balances cash register and prepares City-wide deposit.
- Performs special assessment and delinquent fee processes.
- Verifies and processes accounts payable invoices and purchase orders, including preparing reports for City Council approval.
- Prepares checks and remittances for mailing.
- Responsible for maintaining vendor database and 1099 year-end reporting.
- Prepares Quarterly Sales Tax Returns and Fuel Tax Refunds.
- Assists with purchase of office supplies as needed.
- Administers the hotel/motel grant program.
- Maintains insurance records for city general liability, property, fleet and inland-marine policies.
- Maintains records of city-owned vehicles, applies for registrations and titles.
- Assists in maintaining detailed capital asset listings.
- Assists in preparing monthly department reports.
- Assists in preparing annual reports and audit workpapers.
- Performs the clerical and filing functions of the Finance Department.
- Processes applications and issues business permits and licenses.
- Maintains City records and responds to records requests in an orderly and prompt manner.
- Assists in submitting and tracking public notices.
- Works closely with other City departments, answering their questions regarding financial transactions, providing copies of supporting documentation, etc.
- Responds to customer inquiries in a courteous and prompt manner.
- Assists with election processes including candidate packets and voter registration.
- Performs other duties and responsibilities as assigned.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

List key dimensions (measurements for success) for this position:

- Ability to operate ten key calculator.
- Ability to understand and implement oral and written communications.
- Ability to establish and maintain effective working relationships with the general public and fellow employees.
- Ability to problem solve.
- Ability to take initiative.
- Ability to keep and maintain department records in an organized and orderly way.
- Ability to use computers, including word-processing, spreadsheet and specialized financial software applications.

### ESSENTIAL FUNCTIONS/PHYSICAL REQUIREMENTS

*List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:*

- Ability to bend, reach, climb, stoop and lift 40 pounds for filing and records retrieval.
- Ability to read, speak, write and understand English to communicate effectively and professionally with fellow employees, Boards and the general public via telephone, in written form or face-to-face.
- Ability to operate computer keyboard, calculator, telephone, typewriter, photocopier and similar electronic and manual office machines.
- Ability to sit for long periods of time for typing and computer work.
- Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.

### QUALIFICATIONS

*List the minimum requirements to be considered for this position:*

- Associate’s Degree in Accounting, Business, or related field of study.
- 1-year of accounting or other work-related experience.
- Must be able to obtain Surety Bond coverage.

### WORKING CONDITIONS

*List working conditions for this position:*

- Works in an office environment
- Works a standard work week
- May be required to work some overtime upon demand of workload

### REQUIRED BACKGROUND CHECKS

*List working conditions for this position:*

- Sex Offender Registry
- Criminal Background Check
- Drug Screening
- Driving Record
- Pre-Employment Physical