

Organization: City of Barre, VT, USA
Position Title: Senior Accounting Clerk
Department: Finance
Supervisor: Assistant City Manager

Salary: Set by the Collective Bargaining Agreement between the City of Barre and United Steelworkers local#4

Summary/Objective

Under the direction and supervision of the Assistant City Manager/ Finance Director, ensures complete and accurate accounting records of receipts and disbursements in the organization by performing complex tasks and applying generally accepted accounting principles in preparing and maintaining accounting records.

Essential Functions

Reasonable accommodations may be made to enable individuals to meet the following:

1. Allocates expenditures to correct accounts according to departmental procedures.
2. Prepares and posts journal entries to general ledger.
3. Proofs accounting reports for clerical accuracy.
4. Prepares financial reports and accounting statements.
5. Provides back up for Payroll and Accounts Payable
6. Oversees Accounts Receivable
7. Assists in the preparation of the annual audit.
8. Reconciles general ledger accounts on a monthly, quarterly and annual basis
9. Exercises responsible judgment and makes decisions within established precedents, standards, and departmental policies.
10. Coordinates and researches special projects and performs other duties as assigned.
11. Responsible for daily accounting operations.
12. Maintains organized and accurate financial records, both electronic and physical.
13. Maintains fixed asset records.

Necessary Knowledge, Skills and Abilities:

1. Knowledge of modern office equipment (*Printers, Copiers, Scanners, faxes etc.*), practices and procedures.
2. Ability to communicate clearly in English, both orally and in writing.
3. Ability to deal courteously and tactfully with the public.
4. Ability to make minor decisions in accordance with laws, ordinances, regulations, and established policies and procedures.
5. Skill in maintaining high standards of accuracy in exercising duties and responsibilities.

6. Ability to use Microsoft Word, Excel, and other similar programs.
7. Ability to operate fax, computer, calculator, printer, copier, and telephone.
8. Ability to work regularly scheduled hours; and occasional evening and weekend hours.
9. Ability to speak in a public setting.

Competencies

- 1) **Human Relations Skills** – Ability to maintain composure and civil demeanor under stressful situations
- 2) **Team Work** – Ability to work with the management team (Department Heads), peers and all city staff in a cooperative and collaborative manner to successfully accomplish individual or interoffice tasks, goals and objectives and the City’s public service mission.
- 3) **Active Listening** – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- 4) **Reading Comprehension** – Understanding written sentences and paragraphs in work related documents.
- 5) **Time Management** – Managing one's own time to effectively accomplish the position tasks.
- 6) **Speaking** – Talking to others to convey information effectively.
- 7) **Writing** – Communicating professionally and effectively in writing as appropriate for the needs of the audience.
- 8) **Critical Thinking** – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- 9) **Active Learning** – Understanding the implications of new information for both current and future problem-solving and decision-making.
- 10) **Coordination** – Adjusting actions in relation to others' actions.
- 11) **Service Orientation** – Actively looking for ways to help people.
- 12) **Discretion** – Ability to maintain confidences.
- 13) **Coordination** – Ability to cooperate with staff from multiple departments to complete interdepartmental projects.

Required Education and Experience

1. Preferred Education and Experience

Associates Degree in Accounting or similar and/or a minimum of 5 years’ experience.

Additional Eligibility Qualifications

None required for this position.

Work Authorization/Security Clearance (if applicable)

Must be authorized to legally work in the United States

Must possess a valid State Driver's License in good standing
 Must be able to get to and from work on a consistent basis

Supervisory Responsibility

This position has no supervisory responsibility.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL ACTIVITY REQUIREMENTS			
<ol style="list-style-type: none"> 1. Ability to hear, speak and understand conversation in English in various tones of voice. 2. Ability to see and read letters, numbers, words, characters, or symbols which are both average and large, as well as identify colors. 3. Ability to print and draw letters, numbers, words, characters, and symbols which are legible and understood by others. 4. Ability to type on a computer keyboard, cash register, typewriter, telephone, adding machine, and other office equipment. 5. Ability to learn complex tasks and remember how to complete tasks without assistance once trained. 6. Ability to operate motor vehicle. 7. Ability to work under pressure/stress with extreme accuracy. 			
Primary Physical Requirements		Other Physical Requirements	
Lift up to 10 lbs.:	Performed regularly	Twisting:	Occasionally performed
Lift 11 to 25 lbs.:	Performed frequently	Bending:	Performed frequently
Lift 26 to 50 lbs.:	Occasionally performed	Crawling:	Occasionally performed
Lift over 50 lbs.:	N/A	Squatting:	Occasionally performed
		Kneeling:	Occasionally performed
Carry up to 10 lbs.:	Performed frequently	Crouching:	NA
Carry 11 to 25 lbs.:	Performed frequently	Climbing:	Occasionally performed
Carry 25 to 50 lbs.:	Occasionally performed	Balancing:	Occasionally performed
Carry over 50 lbs.:	N/A	Work Surfaces	
Reach above shoulder height:	Occasionally performed		

Reach at shoulder height:	Performed frequently	In Avg. 8 hour Day Employee is Required to:								
Reach below shoulder height:	Performed frequently	Sit								
		Consecutive Hrs.	1	2	3	4	5	6	7	8
Push/Pull:	Performed frequently	Total Hrs.	1	2	3	4	5	6	7	8
Hand Manipulation		Stand								
Grasping:	Performed frequently	Consecutive Hrs.	1	2	3	4	5	6	7	8
Handling:	Performed frequently	Total Hrs.	1	2	3	4	5	6	7	8
Torquing:	Occasionally performed	Walk								
Fingering:	Performed frequently	Consecutive Hrs.	1	2	3	4	5	6	7	8
		Total Hrs.	1	2	3	4	5	6	7	8

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

While performing the duties of this job, the employee regularly works in an office environment. The noise level in the work environment is usually low.

Position Type/Expected Hours of Work

This position is classified as non-exempt full-time. Standard days and hours of work are Monday through Friday, 7:30a.m. to 4:30 p.m, with a one hour lunch break. However, the position requires the ability to work during nonstandard hours when the need arises.

Travel

Local travel may be required for training or meetings

Additional Eligibility Qualifications

None required for this position.

Work Authorization/Security Clearance (if applicable)

Must be authorized to legally work in the United States
 Must not have any felony convictions for financial crimes.

AAP/EEO Statement

City of Barre provides equal employment opportunities (EEO) to all employees and applicants for

employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, City of Barre complies with applicable state and local laws governing nondiscrimination in employment in every location in which the City has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

City of Barre expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of City of Barre's employees to perform their job duties may result in discipline up to and including discharge.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____