Job Title: Senior Account Clerk

Department: Finance

Immediate Supervisor: Controller

Origination Date:	**07/01/2001**
Revision Date:	**07/01/2008**
Job Grade	**804**
FLSA Status	**Non-exempt**

BRIEF DESCRIPTION OF THE JOB:

Performs general accounting functions and applies principles of accounting in support of accounting systems for assigned functional areas such as payroll, accounts payable, accounts receivable, utility billing, collections, cash management, grant administration, budgeting, and auditing.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS – Accounts Payable
1	S	Verifies transactions and complies with policies and procedures. Collects, prepares and coordinates computer data that relates to vendor invoices. Schedules payments according to vendor terms, and optimizes the use of cash discounts. Researches and processes monthly utility bills through GMBA. Reconciles monthly vendor statements and processes vendor credits. Processes two weekly check runs and prepares manual checks when required. Creates and maintains vendor files in system and vault. Ensures City compliance and accuracy of taxpayer's identification numbers for year-end 1099 tax reporting.
2	S	Follows up with departments to ensure timely processing. Communicates effectively with suppliers, procurement staff and other employees in regards to any invoice discrepancies and account distribution. Confirms and distributes checks to approved persons. Assists auditors during the annual audit. Answers inquiries or directs phone calls to the appropriate parties throughout the city. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively to provide quality seamless customer service.
3	S	Distributes invoices to proper departments via email. Verifies travel requests and per diem paperwork. Monitors invoices for use tax. Demonstrates proficiency in Excel at an intermediate level. Maintains aging report. Updates various reports, spreadsheets and records, and desk procedures. Operates shredder and standard office equipment as required.
4	S	Coordinates records retention for payroll, cash receipts and general ledger based on State of Arizona Records and the City's Records Management Retention guidelines.
5	S	Creates and submits 1099s annually. Coordinates and schedules Purchasing and Inventory (P&I) training sessions for other employees. Instructs monthly P&I training sessions.

	Physical Strength Code	ESSENTIAL FUNCTIONS – Cash Receipts and Payroll
1	S	Verifies, posts and prepares cash receipt cap sheet and bank deposit for daily cash receipts for Planning and Zoning, Community Development, Court, Police, Recreation, APS, Utilities and miscellaneous Finance in time for armored car pick. Verifies that the correct cash codes are being used by all departments. Verifies project codes are being used when required. Posts the batches in Cash Receipts. Verifies new utility applications that come through Cash Receipts are accurate. Verifies all cash, checks, credit cards and non cash payments for the deposit.
2	S	Processes the City's payroll using established guidelines. Reviews timesheets from all City departments to ensure accuracy, completeness and authorization. Processes termination checks in compliance with City guidelines and processes manual checks as necessary. Maintains accurate electronic and paper files including timesheets, payroll registers, and check copies. Develops and implements forms and procedures needed for input and maintenance of files. Maintains payroll processing and procedures manual. Reviews Human Resources paperwork to ensure payroll accuracy. Assists in reconciliation of payroll liability accounts to GMBA. Assists with training for payroll.
3	S	Coordinates records retention for payroll, cash receipts and general ledger based on State of Arizona Records and City's Records Management Retention guidelines.

	Physical Strength Code	ESSENTIAL FUNCTIONS – Utilities
1	S	Performs all aspects of cycle, off cycle and final billing process for Water, Wastewater & Sanitation including downloading/uploading reading information to SSI/VXU meter reading equipment, analyzing meter reading exception reports for consumption errors, posting calc charges and review for accuracy, and generating and printing weekly bills. Verifies receipt of service orders brought in by utility personnel to be closed out in CIS. Processes all initial/final service orders into system to generate final billing, and prints final bills.
2	S	Sets up utility accounts in HTE by creating new customer accounts, assigning services to new locations, and performing records management functions for utilities. Processes all permits for water/wastewater/sanitation by entering into HTE to create service order for meter install to location. Maintains route sequencing maps for billing and meter installs. Maintains meter inventory, attaches meters to locations, changes out old meters to new, and puts all meter locations into appropriate cycle routes. Maintains hydrant/construction meters, processes all applications for service, and requests utility personnel to install meter.
3	S	Performs charge calculations maintenance and processes adjustments, miscellaneous charges, service deposit refunds, credit balances, balance transfers, and reverse payments on NSF checks. Creates customer letters and/or service orders for shut off, cancels bills and rebilling, and applies new account sanitation fees. Balances daily & monthly CIS batches (Day End Process). Transmits Surepay information to bank once a week.

	Physical Strength Code	ESSENTIAL FUNCTIONS – Utilities
4	S	Maintains customer accounting information by assigning or inactivating services, adding miscellaneous customer and location information, performing terminations and reactivations, creating letters, and maintaining credit history, zip code maintenance, and service changes.
5	S	Assists with customer phone calls and front counter inquiries. Maintains petty cash for City and files service orders.

REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum one year experience in a related field.
Certifications and Other Requirements	None
Reading	Work requires the ability to read and comprehend complex written documents such as administrative guidelines, use and sales tax documentation, accounting guidelines, and various legal agreements.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, to read and manipulate spreadsheet formulas, and to calculate percentages, interest charges, and payments.
Writing	Work requires the ability to produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
Managerial	Semi-complex - Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Policy / Decision Making	Moderate - The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. Work involving discretion is typically reviewed before finalized.
Technical Skills	Broad Application - Work requires the use of standard technical skills appropriate to the work environment of the organization. Limited analysis and independent thinking is utilized.
Interpersonal / Human Relations Skills	Moderate - In addition to the sharing of information, interactions at this level may also include providing advice to others outside direct reporting relationships on specific problems or general policies/procedures. In many of the interactions, contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Making presentations ☐ Observing work site ☐ Observing work duties ☒ Communicating with co-workers
Fine Dexterity	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Computer keyboard ☒ Telephone keypad ☒ Calculator ☐ Calibrating equipment
Walking	☐ N ☐ R ☒ O ☐ F ☐ C	☒ To other departments/offices ☒ Around work site
Lifting	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Supplies ☐ Equipment ☒ Files
Carrying	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Supplies ☐ Equipment ☒ Files
Sitting	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Desk work ☒ Meetings ☐ Driving
Reaching	☐ N ☐ R ☒ O ☐ F ☐ C	☒For supplies ☒ For files
Handling	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Paperwork ☒ Monies
Kneeling	☐ N ☒ R ☐ O ☐ F ☐ C	☒ Filing in lower drawers ☒ Retrieving items from lower shelves/ground
Crawling	☒ N ☐ R ☐ O ☐ F ☐ C	☐ Under equipment ☐ Inside attics/pipes/ditches

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Pushing/ Pulling	☐ N ☐ R ☒ O ☐ F ☐ C	☒ File drawers ☒ Equipment ☒ Tables and chairs ☐ Hoses
Climbing	☐ N ☒ R ☐ O ☐ F ☐ C	☒ Stairs ☐ Ladders ☐ Step stools ☐ Onto equipment
Vision	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Reading ☒ Computer screen ☐ Driving ☐ Observing work site
Foot Controls	☒ N ☐ R ☐ O ☐ F ☐ C	☐ Driving ☐ Operating heavy equipment ☐ Operating Dictaphone
Balancing	☐ N ☒ R ☐ O ☐ F ☐ C	☐ On ladders ☐ On equipment ☒ On step stools
Bending	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Filing in lower drawers ☒ Retrieving items from lower shelves/ground ☐ Making repairs
Crouching	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Filing in lower drawers ☒ Retrieving items from lower shelves/ground
Hearing	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Communicating via telephone/radio, to co-workers/public ☒ Listening to equipment
Twisting	☐ N ☐ R ☐ O ☒ F ☐ C	☒ From computer to telephone ☐ Getting inside vehicle
Talking	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Communicating via telephone/radio, to co-workers/public
Other		(Explain)

Physical Demands (continued)

Machines, Tools, Equipment and Work Aids:

Telephone, fax machine, calculator, scanner, copier.

Computer Equipment and Software:

Personal computer, printer, H.T.E., Naviline, printer, Lotus Notes, Microsoft Office, Excel, Word, scanner, ISeries, AutoRead, Internet.

Environmental Factors:

Environmental Conditions	Never	Seasonally	Several Times Per Month	Several Times Per Week	Daily
Extreme temperature (heat, cold, extreme temp. changes from outside work)	☒	☐	☐	☐	☐
Wetness and/or humidity (bodily discomfort from moisture)	☒	☐	☐	☐	☐
Respiratory hazards (fumes, gases, chemicals, dust and dirt)	☒	☐	☐	☐	☐
Noise and vibration (sufficient to cause hearing loss)	☒	☐	☐	☐	☐
Physical hazards (high voltage, dangerous machinery, aggressive prisoners, patients – not customers)	☒	☐	☐	☐	☐

Health and Safety Conditions:

Health and Safety Conditions	N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
	Never occurs	Less than 1 hour per week	1/3 or more of the time	From 1/3 to 2/3 of the time	2/3 or more of the time
Mechanical hazards	☒	☐	☐	☐	☐
Chemical hazards	☒	☐	☐	☐	☐
Electrical hazards	☒	☐	☐	☐	☐
Fire hazards	☒	☐	☐	☐	☐
Explosives	☒	☐	☐	☐	☐
Communicable diseases	☒	☐	☐	☐	☐
Physical danger or abuse	☒	☐	☐	☐	☐
Other (specify)	☐	☐	☐	☐	☐

Primary Work Location:

☒ Office Environment
☐ Warehouse
☐ Shop
☐ Vehicle
☐ Recreation Centers/Neighborhood Centers
☐ Outdoors
☐ Other (Specify)

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Protective Equipment Required:

N/A

Job Demands

Overall Strength Demands:

Overall Strength Demands	
☒ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
☐ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	☒	☐	☐	☐
Emergency Situations	☐	☐	☒	☐
Frequent Change of Tasks	☐	☒	☐	☐
Irregular Schedule/Overtime	☐	☐	☒	☐
Performing Multiple Tasks Simultaneously	☒	☐	☐	☐
Working Closely with Others as Part of a Team	☒	☐	☐	☐
Tedious or Exacting Work	☒	☐	☐	☐
Noisy/Distracting Environment	☐	☒	☐	☐
Other (Describe below.)	☐	☐	☐	☐

EXPECTED BEHAVIOR:

Staff – Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture
Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk – uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable – submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible

- Support the City's values and mission
- Let common sense prevail
- Be visionary – anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
Job Title of Department Director	Signature of Department Director	Date

Comments:_____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.