

Job Title: Accounts Payable Clerk
Pay Rate: Grade 3-4 (\$17.90/hr – \$24.21/hr)
Classification: Accounting Clerk I/II
Department: Administration, City of Craig
Immediate Supervisor: Finance Director
Date Revised: August 31, 2022

Position Summary

The Accounting Clerk II performs and completes the necessary tasks for accurate accounting records in Accounts Payable and Payroll. Accounting Clerk II is the custodian of all accounts payable and their related records.

Duties & Responsibilities

Essential Duties and Responsibilities include but are not limited to:

Accounts Payable

- Prepare and process purchase orders, invoices, computer data entry, and checks.
- Timely filing of reports including W-9, 1099, and the 1096 forms.
- Accurate filing electronically and manually of all invoices, check stubs, deposit slips, and any other accounts payable related documents.
- Processing deposits from all departments. Bringing deposits to the bank and reconciling each deposit in cash management.
- Bank of America monthly reconciliations

Payroll

- Process and pay payroll checks and EMT/Fire Department donations.
- Process and pay electronically the following: FWT, FICA, FICA-MED, PERS retirement, all other retirement, Bureau of Labor Statistics, health insurance, life insurance, Child Support Enforcement Division, and Alaska Department of Labor Report.
- Prepare and submit 941 reports and state unemployment reports.

Additional Duties

- Office key distribution, maintaining an accurate inventory.
- Cash box reimbursements.
- Licensing all new vehicles including any and all updates.
- Answering the telephone will be required and is the responsibility of the Accounting Clerk II to answer incoming calls when the Receptionist is busy.
- Hours of work are 8 am to 5 pm. There are no flex hours allowed in for the Accounting Clerk II position. Must be at workstation by 8 am daily. No overtime is required to perform the job.

- Lunch hour must be coordinated with other staff in the administration building. The front office will be always covered with a staff member.
- All other duties and assisting others as assigned.

Qualifications

- Must have high school diploma or equivalent.
- Must have one (1) year experience in accounts payable and/or payroll accounting.
- Basic college level accounting education preferred or may substitute with experience.
- Must be prompt and courteous to all customers, have knowledge of office machines including fax, 10-key calculator, and computers.
- Must have knowledge of Microsoft office and excel spreadsheets.
- Must be detail-oriented, punctual, flexible, able to meet deadlines, and able to multi-task.

Supervision

Accounting Clerk II works under the general supervision of, and is responsible to, the Treasurer. Accounting Clerk II is part of the Finance Department and personnel may be interchanged.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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. While performing the duties of this job, the employee is regularly required to sit, stand, and walk. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work environment is an inside office structure Monday through

Friday, 8 am to 5 pm with little or no overtime. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Position & Benefits

This is a full-time position with the City of Craig. Full medical, retirement, and leave benefits apply as outlined in the personnel policies. The City of Craig is an Equal Opportunity Employer.

AAP/EEO statement

We consider applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, sex, age(40 or over), disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

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.

Reference is made to The City of Craig Employee Handbook for subjects not included in this job description. The Handbook takes precedence over this job description.

Printed Name

Signature

Date

Supervisor

Date

Signature