



CITY OF SAINT PAUL

100 GORBATCH STREET PO BOX 901

SAINT PAUL ISLAND, ALASKA 99660

907-546-3100 (MAIN) 907-546-3188 (FAX)

WWW.STPAULAK.COM LIKE US ON FACEBOOK

JOB ANNOUNCEMENT

POSITION TITLE AND DEPARTMENT/DIVISION:

Accounting Clerk I with Finance Department

POSITION CLASSIFICATION AND HOURS:

Regular Appointment, Full-Time; Hours may vary.

JOB SUMMARY:

The Accounting Clerk I performs cashier, purchasing, and accounts payable and other general accounting functions.

This position works under the direct supervision of the Accounting Supervisor and Finance Director. This is considered an entry level position where work is performed according to established procedures with little variance from those procedures required.

This position involves extensive contact with department employees, other departments, the public, and external businesses, agencies and organizations.

The Accounting Clerk I position requires a tactful, pleasant, courteous and diplomatic manner, and a neat appearance.

ESSENTIAL JOB FUNCTIONS:

The following are essential job functions of an Accounting Clerk I:

1. Receives in person, and through mail, cash or checks in payment for city utility bills, sales taxes, and various city services.
2. Cashes checks for city residents, area workers and visitors.
3. Enters all cashier transactions in a computerized system.
4. Coordinate daily computer data download of cashier information to the accounts receivable computer system.
5. Monitors past due accounts and sends payment reminders.
6. Balances cash on hand with receipts.
7. Prepares bank deposits and requests cash orders.
8. Reconciles bank statements to general ledger accounts.
9. Performs accounts payable functions.
10. Assists with receiving requisitions for city departments and validates information, checks budget and assigns accounting codes. Prepares purchase order(s) when required. Sends requests and orders to Accounting Supervisor and Finance Director for approval. Contacts vendors and places purchase orders. Receives deliveries and purchases; checks items ordered; coordinates pick-up with departments.
11. Assists with receiving and tracking receipt information for stock and fuel sales at the marine, fuel pump sales, lube oil sales and heating sales by verifying amounts on receipts and information on receipt logs, maintaining receipt logs and entering sales information to a workstation computer spreadsheet.
12. Perform other duties as assigned by the Accounting Supervisor and/or Finance Director.

QUALIFICATIONS:

1. Must be at least eighteen (18) years of age.
2. **Must** possess a valid Alaska Driver's License.
3. High school diploma or GED.
4. Must have computer literacy skills, including word processing and spreadsheets and knowledge of work order systems. Basic English, grammar, and spelling.
5. Complex mathematical calculations.
6. Knowledge or ability to learn basic accounting, bookkeeping and office operations.
7. Knowledge or ability to learn accounting codes, classifications and terminology.

8. Knowledge or ability to learn generally accepted accounting principles and practices.
9. Knowledge or ability to learn standard accounting transactions and accounting record keeping systems.
10. Ability to reconcile accounting data and transactions.
11. Must be a team player.
12. Ability to communicate effectively with City personnel, the public and external contacts, whether on the telephone or in person.
13. Ability to lift up to 70 pounds.
14. Other combinations of education and experience could provide the competencies, knowledge, skills and abilities listed.

WAGE AND BENEFITS:

This is a hourly wage position ranging from \$13.61 to \$17.51 per hour, depending on education, experience, and skills. Standard City of Saint Paul benefits per City ordinance.

DEADLINE:

This position is open until filled. Apply at the City of Saint Paul during normal business hours by completing an Application for Employment or by requesting and completing an Application for Employment electronically. A resume should accompany the completed application. Applicants with incomplete applications will not be considered for the position. For an Application for Employment, Job Description, or for more information contact Monique Baker, City Clerk Trainee at mbaker@stpaulak.com or at www.stpaulak.com.

Posted September 8, 2017.