

JOB TITLE: Accounting Specialist 1 / Office Assistance – Part Time**Wage: 22.84/HR - Part Time: Monday AM, Wednesday, and Friday.**

DEPARTMENT: Administration**STATUS:** Non-exempt**REPORTS TO:** Finance /Office Manager**DATE:** Dec 2023**GENERAL STATEMENT OF DUTIES/ PURPOSE OF POSITION:**

Under the supervision of the Office Manager, performs skilled technical accounting assistance in assigned area of payroll, accounts payable and accounts receivable. This position will assist with customer service, events grant management and assist with other office duties as assigned.

JOB SCOPE:

Perform general office operations including payroll, accounts payable and receivable. This position will assist with customer service, events, grant management and assist with other office duties as assigned.

SUPERVISION RECEIVED:

Work is performed under the direction of the City Finance/Office Manager. Has latitude in performing daily activities as assigned related to office procedures.

SUPERVISORY RESPONSIBILITIES:

Supervision is not a typical function assigned to this position.

ESSENTIAL JOB FUNCTIONS/ EXAMPLES OF DUTIES PERFORMED:**Payroll:**

Payroll processing, reporting, and maintenance, including Federal and State semi-monthly, monthly, quarterly, and annual reports.

Accounts Payable:

Assist with weekly accounts payable processing, reporting, and maintenance.

Accounts Receivable:

Assist with weekly accounts receivable processing, reporting, and maintenance.

Grant Management:

Research for grants, apply with the assistance of PW Director and Office Manager for approved grants. Manage the reporting for grants received.

Receptionist:

Answer incoming phone calls and route to the appropriate person, as well as respond to e-mails and faxes directed to the city. Provide receipts to customers and assist the public at the front counter.

Permits:

Assist with building permits and other permits as needed.

Other:

Assist with the social media and Website to insure is current and maintained. Assist with protocol manuals maintenance to keep updated. Maintain safeguards around confidential and/or sensitive files and documents and adheres to confidentiality standards. Follow all safety rules and procedures established for work areas. Assist with planning and implementation of city events. Maintain harmonious and positive working relationships with city staff, other organizations, and the general public. Regular, predictable attendance is required.

Perform additional duties as assigned.

JOB QUALIFICATION REQUIREMENTS:**KNOWLEDGE, SKILLS AND ABILITIES**

- Advance knowledge of administrative office principles, practices and techniques including word processing, records maintenance, advanced English, grammar, punctuation, spelling, formatting professional documents, research, report writing, and customer service techniques.
- Accounting experience in payroll, accounts payable and receivable.
- Understanding of cash management and general acceptable accounting principles.
- Knowledge of operation of standard office equipment.
- Must have the ability to work with difficult customers at the counter and over the phone.
- Pleasant and courteous disposition.
- Position may require attendance at evening meetings or events.
- Good listening skills, excellent organization and follow through on task.
- Ability to establish and maintain an effective working relationship with, employees, other agencies, elected/appointed City officials, and the general public.
- Maintain records and logs.
- Communicate effectively, both orally and in writing, with individuals and groups.
- Understand, interpret, explain and apply laws, codes, regulations, and the City's policies and procedures; Multi-task, keep organized, manage time, and work independently.
- Physical ability to perform the essential job functions.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent, two years of college preferred but not required and two years of office environment and customer service experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

Possession of or ability to obtain a Notary Public within the first six months of hire.

DESIRABLE REQUIREMENTS:

Previous experience in a local government office environment, working knowledge of municipal organizations; familiarity with administrative techniques used for public meetings is preferred but not required.

SPECIAL REQUIREMENTS/LICENSES:

Possession of valid Oregon State driver's license. Must be able to pass background check.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to move materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc. This position may occasionally require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 75% of the work period while operating equipment such as computers, keyboards, telephones, calculators, and standard office equipment.

WORKING CONDITIONS:

Work is primarily conducted in an indoor office setting where most of work period occurs under usual office working conditions. The noise level is typical of most office environments where telephones, personal interruptions, and background noise are frequent. Attendance at various meetings or events may be required, working after normal business hours.

The duties listed in this description are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of these duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.
