

# City of Alexandria

## Position Description

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### Finance Clerk

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Department:	Administration
Grade/Points Classification:	6/220
Reports to:	Finance Director or assigned
FLSA Status:	Non-Exempt

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#### OBJECTIVE

This position assists the Finance Department in maintaining the financial accounting system and supporting systems (accounts payable, accounts receivable) and assists in the daily, interim and year-end financial and budgetary functions, including payroll duties and benefit administration activities.

#### SUPERVISION RECEIVED & EXERCISED

- Works under the general supervision of the Finance Director and the functional supervision of the Assistant Finance Director as assigned
- No supervision exercised

#### ESSENTIAL FUNCTIONS

To perform this job successfully, an employee must report to work on a timely and regular basis and be able to perform each essential function. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned.

The duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### GENERAL ACCOUNTING

- Reconciles various accounts and accounting ledgers/journals, monitor daily/monthly balances to ensure integrity of system
- Researches discrepancies and problems, promptly inform Finance Director(s) of issues or inconsistencies and assists in corrective resolution
- Ensure compliance with regulations, ordinances, statutes and policies
- Prepares reports for City Council meetings
- Prepares journal entries
- Coordinates, verifies and prepares year-end 1098 & 1099 forms
- Oversees collection of bad checks (NSF, Account Closed, etc.)
- Computes, prepares and files sales taxes
- Assist with payroll functions and benefit administration activities
- Maintains charitable gambling and lodging tax returns
- Responds to requests for accounting information and prepares periodic financial reports as assigned
- Orders office supplies as requested and researches vendors to ensure best pricing
- Maintains loan files, assists with the accounting for payments, and ensures payments are being received in a timely manner
- Assists with annual audit to assure compliance with all laws governing financial reporting, prepares information for annual audit
- Maintains vendor files in financial management system and interacts with vendors regarding payment issues and reconciles vendor accounts
- Responsible for processing of accounts payable transactions including verifying appropriate invoice coding, sales tax and approval signatures are in place and verifies transactions comply with purchasing policy
- Assembles documentation and prepares required reports for state and federal agencies as assigned

# City of Alexandria

## Position Description

### **KNOWLEDGE, SKILLS & ABILITIES REQUIRED**

- Knowledge of office practices, procedures, and standard office and accounting equipment
- Skill in the utilization of financial software modules related to payroll, accounts payable, accounts receivable, project accounting, general ledger and cash collections
- Skill in the efficient use of spreadsheet applications
- Skill in the utilization of Microsoft Office Outlook, Word, and Excel applications to present and format information/data into meaningful reports, presentations, and correspondence
- Organization and data management skills in performing interoffice administrative coordination, routine accounting transactions, and internal tracking of documents
- Demonstrate excellent organizational and time management skills in managing competing priorities and critical deadlines
- Ability to answer inquiries and complaints knowledgeably and efficiently using tact and courtesy
- Ability to follow oral and written instructions in detail with accuracy and efficiency
- Ability to enter data with speed and accuracy as well as to recognize, trace, and correct errors
- Ability to work independently
- Ability to maintain confidential and/or sensitive information, accurate records, and files related to personnel and organizational needs
- Ability to establish and maintain effective working relationships with division/department supervisors, public officials and the general public

### **MINIMUM QUALIFICATIONS**

- Two (2) year degree in accounting or five (5) years of responsible accounting experience
- Experience with a computerized financial system
- Must pass background investigation including consumer report
- Valid Driver's License

### **PREFERRED QUALIFICATIONS**

- Bachelor's Degree in Accounting or related field
- Governmental Fund Accounting experience
- Payroll Processing Experience

### **WORK ENVIRONMENT & PHYSICAL REQUIREMENTS**

The physical demands listed on the attached physical activity requirements and work environment sheet are representative of those that must be met by an employee to perform the essential functions of this job successfully.

### **ADA CONSIDERATIONS**

The City of Alexandria is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Director.

### **NON-DISCRIMINATION STATEMENT**

The City of Alexandria will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, status with regard to public assistance, membership on a local human rights commission or any other legally protected class or status.

# CITY OF ALEXANDRIA – Physical Activity Requirements & Work Environment

## Finance Clerk

This physical activity form is not meant to include every task expected to be completed in any position, but rather it is representative of typical physical activity encountered in normal operations of the employee.

Motor/Mental Ability	VI	O	F	C	Environment & Hazards	VI	O	F	C	Physical Demands	VI	O	F	C
Reading				X	Work With Others			X		Sitting			X	
Writing			X		Work Alone		X			Standing			X	
Mathematics			X		Shift Work					Walking			X	
Reasoning				X	Extended Day	X				Running				
Problem Solving			X							Lifting	X			
Attentiveness/Concentration				X						Balancing (walking on uneven surfaces)				
Talking/Hearing				X						Carrying	X			
										Bending At Waist	X			
					Extreme Noise					Climbing				
Freedom to Act				X	Confined Areas					Repetitive Hand Motion			X	
Guidance Available				X	High Places					Twisting Upper Body	X			
Provide Work Direction					Works Indoors				X	Reaching	X			
Provide Supervision					Works Outdoors					Kneeling	X			
					Dust/Dirt					Driving (foot controls)	X			
					Mechanical Hazards					Crouching/Squatting/Stooping	X			
					Electrical Hazards					Crawling				
Interaction With Other Staff Within Department				X	Explosive Material Hazards					Use arm muscles over extended period	X			
Interaction With Other Staff Outside Department				X	Chemical Hazards					Use leg muscles over extended period				
Interaction With The Public		X			Fumes/Gases					Over shoulder height work				
					Infectious Materials					Stationary desk or bench work with neck bent forward			X	
					Stressful Situations	X				Use hand or finger dexterity to handle, feel, operate and/or manipulate objects, tools, controls, or equipment			X	

### Demand Codes:

Blank = Not Applicable or Not Present, does not occur  
 VI = Very Infrequent, 0-2 times per week, but does occur  
 O = Occasional, up to 33% of the time at work  
 F = Frequent, up to 67% of the time at work  
 C = Constant, up to 100% of the time at work

**CITY OF ALEXANDRIA – Physical Activity Requirements & Work Environment**  
**Finance Clerk**

Weight <b>Lifted</b> in Pounds	VI	O	F	C	Weight <b>Carried</b> in Pounds	VI	O	F	C
Manual					Manual				
0-10		X			0-10		X		
11-25		X			11-25		X		
26-50					26-50				
51-75					51-75				
76-100					76-100				
101-150					101-150				
151+					151+				
Mechanical (Lifts/Wheels)					Mechanical (Lifts/Wheels)				
0-10					0-10				
11-25					11-25				
26-50					26-50				
51-75					51-75				
76-100					76-100				
101-150					101-150				
151+					151+				

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Comments: \_\_\_\_\_

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