



ACCOUNTING ASSOCIATE

Department: Administration FLSA Status: Non-exempt Pay Grade: 7
Reports To: Accounting Manager Approved Date: 11.29.22

GENERAL STATEMENT OF THE POSITION

A non-regular part-time position. Employee computes, classifies, and records numerical data to keep financial records complete. Performs any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other employees. Under the supervision of the Accounting Manager, performs all general city accounting functions, including reconciliation of financial and banking statements, annual audits, accounts payable, purchasing and asset management, payroll services, and budget assistance.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

Assists the Accounting Manager with general City accounting functions, including reconciliation of financial and banking statements with batched transactions, annual audits, accounts payable, purchasing and asset management, payroll services, and budget assistance

Assists the Accounting Manager in preparing back-up materials and reports for City Council, Budget & Finance, and other relevant committee meetings

Reconciles financial and banking statements and formats financial statements for distribution and presentation

Perform finance month end and year end duties. May prepare preliminary audit requests for annual audit and work with auditor during audit.

Ensure compliance with City of Sunset Valley's financial process and purchasing requirements.

Assists the Accounting Manager with the maintenance of all City assets (inventory)

Assists the Accounting Manager with payroll data entry and file management related to payroll

Provides support as needed to other staff in Administrative Services Department

MINIMUM EDUCATION AND TRAINING

Bachelor's Degree and four years related experience and/or training; or equivalent combination of education and experience that provides the necessary knowledge, skills, and abilities

MINIMUM QUALIFICATIONS AND STANDARDS

Time and Attendance Requirements:

This is a hybrid position with the employee being required to both work in the office and from home. A flexible work schedule is required. Non-regular part-time employees are employed to regularly work fewer than 20 hours per week but may occasionally work more than that, but not more than 1,000 hours per fiscal year.

Physical Requirements:

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.

Must be physically able to operate a variety of office machines, tools, and equipment. Tasks require the ability to exert slight amounts of physical effort in light work, typically involving some combination of standing, sitting, stooping, kneeling and which may involve some lifting, carrying, pushing, and/or pulling of objects and materials up to 25 pounds.

Interpersonal Communication:

Requires the ability to function and communicate with co-workers, representative from other agencies or the public both visually and verbally. Contacts usually involve discussion of an immediate and specific situation or obtaining or presenting data or

statistics. Includes the ability to make decisions and makes choices between policies, rules, or procedures.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

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, ration, and percent and to draw and interpret bar graphs; and understand basic statistical methods and analysis.

Computer Skills:

To perform this job successfully, an individual should have current knowledge of accounting software, contact management systems; internet software; spreadsheet software, word processing software, and other software pertinent to the position.

Reasoning Skills:

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 variable in standardized situations.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.