

Job Description  
Accounting Clerk  
Description of Work

**Definition:**

Under the general supervision of the Town Recorder, this employee performs a variety of complex, responsible and confidential administrative duties requiring knowledge of organizational procedures and precedents; provides clerical assistance to the Town Recorder and other Staff members; duties requiring customer service, accounting skills, and budgeting; performs other departmental related work as required. This position requires clerical skills, accounting skills, public relations, and other related work. This position will work Monday through Thursday from 9 AM until 5 PM and Friday from 9 AM until 4 PM.

*Essential Functions of the Job: The listed examples may not include all duties performed by the person in this position. Duties may vary from time to time and are at the discretion of the Town Recorder. All requirements are subject to possible modification to reasonably accommodate an individual with a disability.*

- Answers, screens, and directs incoming calls on a 4-line phone system, responds to routine questions and requests for information; route calls as appropriate
- Prepares letters, memorandums, forms, reports, and time lines that sometimes require considerable research and discretion to internal and external entities; may interact daily with Town officials, supervisors, Town staff, citizens, and external State, Local, and Federal jurisdictions
- Provides strong Customer Service by greeting and assisting citizens with requests and concerns
- Prepares all financial statements including the profit and loss statement, balance sheet and accounting reports;
- Prepare and process daily journal entries and checks, complete wire transfers, make bond payments, etc.;
- Lists corrections to the budget as journal or budget entries;
- Maintains general records of accounts according to established accounting classifications, including various ledgers, registers, and journals;
- Posts entries to books and computer from supporting records, prepares financial statements, along with closing entries and other preparation required for annual and/or special audits;
- Prepares accurate account of expenditures and obligations for budget preparation while keeping supervisor informed as to the balances of internal accounts;
- Maintain records and balances of regular and payroll expenses;
- Prepares recorder reports submitted to state;
- Assists the Accounts Payable Clerk with processing all accounts payable invoices using the proper department's account listing, post invoices in the local government computer, provide accounts payable list for BMA approval, and processes checks for payment
- Attends Financial Advisory Board meetings to take notes and transcribe minutes for use as permanent record; assists in the budget preparation
- Receives monies that are to be deposited; verifies and records in receipt book
- Reviews and approves accuracy of Daily Reports, Monthly Ledgers, Journal Entries and other documents as required
- Maintains current Fixed Assets list and coordinates with each Department Head for surplus of inventory
- Prepares Fiscal Year End Closing Journal Entries and related Financial Statements and Workpapers
- Assist other positions as needed;

- Perform such other duties as may from time to time be designated or required by the Town Recorder.

#### Required Knowledge and Abilities:

- Knowledge of modern office practices, procedures, and equipment;
- Knowledge of basic bookkeeping principles and record keeping principles regarding routine transactions;
- Knowledge of correct English usage, grammar, spelling, punctuation and proofreading;
- Knowledge of the business letter and report writing techniques;
- Ability to perform responsible technical administration, secretarial/clerical work requiring independent judgement with speed and accuracy;
- Ability to type accurately and make arithmetic calculations;
- Ability to multi-task and have a high level of attention to detail;
- Ability to exercise good judgement in evaluating situations;
- Ability to establish and maintain an effective working relationship with the public and other employees.
- Knowledge or capability of learning and comprehending the Beer Ordinance and Alcoholic Beverage Commission Regulations
- Knowledge or capability of learning and comprehending the State of Tennessee Business Tax Laws and Regulations and apply them to office practices
- Knowledge of Information Technology
- Proficient in Microsoft Word, Excel, PowerPoint, and a ten-key calculator
- Ability to express ideas clearly and concisely, both orally and in writing
- Ability to apply rules and regulations as they relate to job duties
- Ability to manage multiple projects to successful completion
- Ability to sit and/or stand for extended periods of time and occasional light lifting required
- Ability to cope with a considerable volume of detailed work and adapt to interruptions in work flow;

#### Qualifications:

High School Diploma or equivalent required; Bachelor's degree in business, accounting, finance, or related field required. A minimum of 5 years prior clerical and customer service experience in an office setting required and experience in bookkeeping including basic clerical accounting tasks. Candidate must be proficient in Microsoft Office products and have good mathematical and reasoning skills. Must possess a valid driver's license in the State of Tennessee. An equivalent combination of education and relevant experience may be considered.

#### Work Environment:

The work environment characteristics described 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 these essential functions.

- Work is performed primarily in an office environment
- Subject to sitting, standing, walking, bending, reaching and lifting objects.
- Physical exertion may be required to lift office supplies and other materials.