



## **JOB ANNOUNCEMENT**

### **POSITION TITLE AND DEPARTMENT/DIVISION:**

Accounting Clerk with Finance Department

### **POSITION CLASSIFICATION AND HOURS:**

Regular Appointment, Full-Time

### **JOB SUMMARY:**

The Accounting Clerk performs general purchasing and receiving functions and may also perform other accounting duties as assigned including but not limited to cashier.

This position works under the direct supervision of the Accounting Supervisor and Finance Director. This is considered an entry level to intermediate 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 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:

1. Process Purchase Orders or Purchase Requests by contacting vendors and placing orders.
2. Place online orders as needed.
3. Track and document orders received.
4. Pick up and drop off mail.
5. Deliver pouches and pick-up fuel tickets.
6. Prepare Purchase Orders or Purchase Requests when required.
7. Receive deliveries and purchases; checks items ordered; coordinates pick-up with departments.
8. Contact vendors regarding problems with purchases.
9. Track and log mail machine use.
10. Perform budget transfers when required.
11. Work freighters and barges to complete bill of lading for outgoing freight and receive and track incoming freight.
12. Perform reconciliation on general bank statements and payroll.
13. Perform cashier duties if necessary.
14. Account Payable will be main focus plus some Purchasing
15. Perform other duties as assigned by the Accounting Supervisor and/or Finance Director.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Basic English, grammar, spelling and simple mathematics.
2. Communicates effectively, both verbally and in writing, understands and follows oral and written instructions.
3. Ability to type with accuracy; prepare concise correspondence, memorandums, reports and other documents using proper formatting, appropriate grammar, spelling, punctuation, sentence structure; and proofread.



4. Ability to create and maintain moderately complex records; enter data; access, retrieve, compile, and analyze information; sort, separate, arrange, file and distribute various reports, files, and materials; and operate basic office equipment including a personal computer, printer, telephone, and copier.
5. Ability to read, understand and interpret manuals, ordinances, policies and procedures, statutes, rules, regulations, journals, newspapers, memos, letters, reports, and guidelines.
6. Practices and procedures of assigned area.
7. Builds and maintains positive relationships with diverse groups including all organizational levels, the public, vendors, both on the telephone and in person while demonstrating professionalism, courtesy, and responsiveness.
8. Sets priorities, organizes, and remains efficient and flexible in the performance of multiple tasks/priorities while completing all assignments in a timely manner.
9. Takes sufficient notes at meetings to prepare an accurate record of events.
10. Maintains and handles confidential and sensitive issues requiring a high degree of discretion, diplomacy, and tact and within the parameters of law enforcement ethics.
11. Possess hearing skills sufficient to communicate in the work environment and detect the presence of others.
12. Works independently and in a collaborative manner.

### **QUALIFICATIONS**

1. High school education or equivalent.
2. Must have computer literacy skills, including word processing and spreadsheets and knowledge of work order systems. Basic English, grammar, and spelling.
3. Complex mathematical calculations.
4. Knowledge or ability to learn basic accounting, bookkeeping and office operations.
5. Knowledge or ability to learn accounting codes, classifications and terminology.
6. Knowledge or ability to learn generally accepted accounting principles and practices.
7. Knowledge or ability to learn standard accounting transactions and accounting record keeping
8. systems.
9. Ability to reconcile accounting data and transactions.
10. Must be a team player.
11. Ability to communicate effectively with City personnel, the public and external contacts, whether on the telephone or in person.
12. Ability to lift up to 70 pounds.
13. Other combinations of education and experience could provide the competencies, knowledge, skills and abilities listed.
14. Must abide by the City Employee COVID-19 Vaccination Policy, by being fully vaccinated for COVID-19 prior to employment with the City.

### **WAGE AND BENEFITS:**

The wage for this position ranges from \$17.57 to \$21.96 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 a resume and Application for Employment or by requesting and completing a resume and Application for Employment electronically. Applicants with incomplete applications will not be considered for the position. For an Application for Employment, Job Description, or more information contact [hr@stpaulak.com](mailto:hr@stpaulak.com) or at [www.stpaulak.com](http://www.stpaulak.com).

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