



POSITION DESCRIPTION			
Title	Accounting/ Finance Clerk	Department	Administration-City Hall
Reports To	City Manager	Status	Non-Exempt
Summary	Perform general accounting work and various municipal accounting operations within the general ledger, accounts payable and receivable, and payroll. Assist with clerical accounting activities involving purchasing, grants, budgeting, and auditing. Some of the accounting tasks may include reviewing and processing invoices; preparing checks and maintaining files of expenditures; data entry from journal entries and cash receipts.		
Employee Expectations	All team members of the City of Guyton are expected to work diligently and collaboratively in furthering the goals and objectives that serve the city of Guyton and its residents, businesses, and guests.		
Position Requirements & Qualifications	<ul style="list-style-type: none"> • High school graduate or equivalent • Three (3) or more years of experience with accounts payable, accounts receivable, purchasing, data entry, billing, invoicing, and issuing business licenses • Experience with Edmunds GovTech • Proficiency in Microsoft Office 		
Essential Job Responsibilities	<ul style="list-style-type: none"> • Assist with accounts payable and receivable processes for General Government (AD Valorem Taxes, Business License, Municipal Court Fines and Bonds, etc.) • Collect fees for business licenses, building permits, insurance license renewal, zoning applications, etc. • Balance daily receipts, prepare deposits, and may take funds to financial institutions for processing; maintain petty cash • Assist with processing payroll • Create and maintain vendor accounts • Enter invoices to be paid for all departments according to the budget • Balance invoices and prepare payment approval reports • Prepare and mail checks upon approval • Maintain files of invoices and expenditures • Maintain and track all paperwork and invoices related to grants • Prepare reports when projects are complete • Assist in the preparation of various financial reports, records, and account reconciliation • Perform other administrative duties as needed by the City Manager 		

Traits & Distinguishing Characteristics	<ul style="list-style-type: none"> • Maintains exceptionally high standards of integrity and confidentiality • Takes ownership of work and demonstrates a willingness to accept responsibility for decisions and actions • Works collaboratively with all team members and stakeholders of the City • Seeks and receives feedback graciously and with a dedication to continuous improvement • Demonstrates commitment to quality in every task performed • Attends all departmental training sessions to maintain or improve skills • Ability to be bonded by a surety company
Physical Demands	<ul style="list-style-type: none"> • 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 accommodation may be made to enable individuals with disabilities to perform essential functions. • Much of the work in this position is completed while sitting at a desk, using a computer and phone. Requires talking, hearing, and visual acuity sufficient to perform these major functions. • Requires the ability to enter data at a prescribed rate of speed. • Regularly includes traveling to various locations and facilities throughout the City and the ability to navigate mobility within a variety of environments. • Occasionally includes reaching above shoulder heights, below the waist or lifting up to 25 pounds for office equipment, supplies and materials.