

## **ADMINISTRATIVE CLERK I**

**Department:** Accounting  
**Division:** N/A  
**Appointing Authority:** Accountant

**Grade:** 8  
**Revision Date:** 5/10  
**Bargaining Unit:** C

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### **Definition:**

Responsible for a full range of financial record keeping transactions including accounts payable, accounts receivable; prepares, processes, maintains and verifies purchasing, financial, budgeting and accounting documents and records, all other work that is logical to the position.

### **Supervision:**

Works independently under the supervision of the Town Accountant or designee.

Performs no supervisory duties. Works collaboratively with town departments as necessary in the processing of departmental bills.

### **Environment:**

Duties are performed under typical office conditions. Operates computers, calculators and other standard office equipment. Noise levels are usually quiet to moderate.

Has frequent contact with employees, town departments, state agencies, outside vendors.

May have access to confidential records subject to non-disclosure or limited disclosure pursuant to statutory prescript.

Performs varied and responsible departmental functions requiring independent judgment to ensure compliance with applicable laws, rules, regulations, grant(s) compliance as well as departmental policies, procedures and methods.

Errors in duties or performance may cause an adverse impact on employee morale or public opinion; confusion and delay, lower standards of service for the town, or may cause legal or financial repercussions.

**Essential Functions:** (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.)

Post, verify, and balance various accounts; gather, sort, and research records and files to provide factual data, and trace discrepancies to reconcile accounts.

Provide billing, payment, and other accounting information to customers, vendors, Town personnel, and others.

Review, verify, and process employee time reports; calculate and process monthly groups insurance billings and other payroll deductions; assist in preparation of payroll register, payments, and handwritten checks, and

process related reports.

Collect, sort, and distribute incoming and outgoing mail and various accounting reports and documents; perform.

Assist with preparing, reviewing and verifying purchase orders, vendor invoices and related documentation, and confirm authorization; maintain purchasing files and prepare warrant register.

Maintain sub-system and/or subsidiary ledger functions and perform reconciliation's with general ledger accounts; prepare reports as required.

Review and classify documents for proper accounting documentation; code information according to established procedure.

Build and maintain positive working relationships with co-workers, other town employees and the public using principles of good customer service.

Serves as backup to the Payroll / Personnel Clerk in his/her absence.

**Minimum Qualifications:**

Working knowledge of or ability to learn and understand municipal operations and procedures regarding municipal accounts payable processing and accounting, maintenance; basic city budget practices; automated payment systems and operations, generally accepted accounting principles; working knowledge of standard office practices, ability to operate a personal computer utilizing a windows environment with proficiency in MicroSoft Office required; familiarity with database programs and computer hardware and software systems. Basic principles and practices of accounting.

Arithmetic and basic mathematical calculations, including decimals and percentages.

Modern office procedures and methods, including standard filing, indexing, and cross-referencing, and computer equipment.

Department policies and procedures related to clerical accounting functions.

**Minimum Qualifications:**

**Education and Experience:** High School or G.E.D. diploma, Associate's degree in business, accounting, office or related field preferred. Three years of office experience preferably in a municipal environment in accounting practices, bookkeeping, financial transaction record keeping and automated office systems and procedures required; specialized DOR course work preferred; or, any equivalent combination of education and experience that enables performance of all aspects of the position.

**Knowledge, Ability and Skill:**

Make mathematical calculations and perform detailed clerical work with speed and accuracy.

Intermittently review and proof documents related to department operations; observe, identify and problem solve office operations and procedures; and learn to understand and explain department policies and procedures.

Process, balance, and adjust a variety of fiscal transactions and accounting data.

Learn policies and procedures applicable to the processing and maintenance of accounting data.

Operate a personal computer in the performance of a variety of clerical accounting and statistical functions.

Type at a speed necessary for successful job performance.

**Physical Requirements:**

On a continuous basis, sit at a desk for long periods of time. Intermittently twist and reach office equipment, and bend, squat, kneel, or twist while retrieving and/or returning files from drawers; write and use keyboard to communicate through written menus; run errands; lift or carry weight of 10 pounds or less.

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**Approved:**

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Human Resources Director

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Date

Revision History: 1977, 1995, 2010

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Department Head

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Mayor

[Clerical Unit Review\_\_\_\_\_]