



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Finance Clerk

Department: Finance	Reports to: CFO	Pay Grade G08
Date Established: 11/2022	Date Revised:	FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The Finance Clerk is responsible for managing assigned account(s) and process(es) in one or more of the specialized fields of accounting. payroll, accounts receivable, accounts payable, cash management, or other fields as needed. Examples of assignments may include but are not limited to processing accounts payable, accounts receivable, cash accounts, credit/debit card transactions, payroll entry, review and processing, purchase card administration, mail room operations, central supply room, and related City financial functions in accordance with generally accepted accounting principles and professional standards.

The Finance Clerk requires a minimum of two years post-high school training in business administration, payroll accounting, or a related field, with a Bachelor's preferred. Knowledge of Governmental Accounting Standards is preferred.

The job requires attention to detail, the demonstrated ability to conduct detailed financial transactions and prepare periodic financial reports, an attitude of cooperation, and the ability to work harmoniously with all levels of City employees, the general public and other organizations. This job reports to the Chief Financial Officer.

The work is conducted in a general office environment with stable temperatures and a moderate level of noise.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Maintains assigned accounts and records and performs City financial transactions in accordance with generally accepted accounting principles and professional standards. Examples of assignments may include, but are not limited to processing accounts payable, accounts receivable, cash accounts, credit/debit card transactions, payroll entry, review and processing, purchase card administration, mail room operations, central supply room, and related City financial functions.

Under direction of the Chief Financial Officer, completes bank reconciliation to balance cash transactions to book transactions. Prepares monthly cash report for presentation to the city council. Assists in quarterly Treasurer report generation.

Validates and verifies department deposits and records receipts on a daily basis including the finance deposit. Ensures accuracy of coding of deposits by using analytical skills to identify unknown revenue payments.

Responsible for trade receivables and loan receivables by creating and processing billings and new loans for all departments. Processes bank drafts for loans and makes adjustments on accounts as authorized by departments. Maintains the accuracy of the accounts receivable subsidiary ledger which includes reconciliation. Sends aging reports to departments on a monthly basis.

Setup and maintain the vendor files on the system. Responsible for obtaining the W-9 forms from vendors as required.

Reviews the departments' payable batches for accuracy of coding of accounts and billing amounts. Process two check runs per month. Downloads the monthly file for import into the general ledger software for all of the purchase card transactions. The file is reviewed for correctness.

Provides ongoing system analysis and maintenance in support of the Public Employee Retirement System of Idaho (PERSI) files

Reconciles insurance and benefit vendor invoices against payroll data and prepares payment for all benefit related plans. Prepares and posts timely, and accurate ACH payments with sufficient supporting documentation to ensure proper payment

Calculates mid period wage increases, prepares various payroll taxes, benefit reports, and prepares checks to disperse funds. Monitors ACH electronic funds transfers, postings, returns, and takes appropriate actions.

Ensures all City payroll processing functions are performed within prescribed deadlines for each payroll. Maintains payroll documents, logs, and records. Prepares and balances payroll vendor submittal reports after each payroll. Maintains employee payroll direct deposit system.

Processes IRS and court orders, including child support garnishments, tax levies, federal bankruptcy orders, and student loan garnishments.

Provides training to admin support personnel on accounts receivable and accounts payable. Trains all city personnel on the purchase card program.

Reviews and analyzes vendor statements for outstanding payments or duplicate payments. Reconciles insurance and benefit vendor invoices against payroll data.

Prepares the annual 1099 forms and maintains the records as required. Tracking of the Local Improvement District and Business District accounts. Communicating with external sources the balance of these accounts and filing tax liens as required.

Tracking of grants awarded to various departments within the City

Coordinating and conducting annual departmental inventory processes

Processing and maintain accurate records of employee travel requests

Cash deposits and bank transactions.

Mailroom and supply room oversight.

Provides customer service assistance internally to city departments and externally to citizens and vendors. This is accomplished by answering telephones and in-person requests for information. Directs inquiries to proper City departments.

Assists with development of financial information for reporting in the Consolidated Annual Financial Report (CAFR) and other City reports, financial documents, and records, as directed.

Provides general assistance with all functions and responsibilities within the Finance Department.

Additional duties may include:

Accounts Payable: Reviews the departments' payable batches for accuracy of coding of accounts and billing amounts. Processes 3 weekly demand check runs and a monthly vendor cycle. Downloads the monthly file for import into the general ledger software for all of the purchase card transactions.

Accounts Receivable: Responsible for trade receivables and loan receivables by creating and processing billings and new loans for all departments. Processes bank drafts for loans and adjusts accounts as authorized by departments. Maintains the accuracy of the accounts receivable subsidiary ledger which includes reconciliation. Sends aging reports to departments on a monthly basis.

Cash Reconciliation: Completes bank reconciliation to balance cash transactions to book transactions. Prepares monthly cash report for presentation to the city council. Assists in quarterly Treasurer report generation.

Payroll: Verifying and keying information and data into the payroll system, processing new employees and changes to the existing employee within the system, changing employee deductions and withholding at their request, ensuring federal and state taxes are withheld and paid to the appropriate agency, and insurance premiums and retirement contributions are withheld and paid on the appropriate employee's account.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:

- Current principles and practices of municipal finance, accounting, budgeting, and purchasing;
- Standards for governmental accounting and generally accepted accounting principles;
- Municipal purchasing practices, laws and codes;
- Customer service methods, techniques, and objectives;
- Pertinent Federal, State, and local laws, codes and regulations;
- Accounting codes and terminology; state and federal accounting statutes and their application to work processes, policies, and requirements;
- Municipal budgeting practices;
- Operation of standard office equipment including a personal computer and job-related software applications;
- QuickBooks software for tracking of transactions for City liaison groups;
- Payroll administration processes, including federal, state, and other applicable tax and withholding statutes and codes including Idaho's state retirement system and Department of Labor laws.

Skill and Ability to:

- Maintain assigned accounts and records and perform City financial transactions in accordance with generally accepted accounting principles and professional standards;
- Provides customer service assistance internally to city departments and externally to citizens and vendor;
- Provide general assistance with all functions and responsibilities within the Finance Department;
- Operate standard office equipment, including a personal computer and job-related software applications;
- Exercise independent initiative and judgment in applying accounting procedures and agency standards to transaction processing; keep accurate records; compile information and prepare reports; analyze transactions to verify accuracy and/or identify problem sources;
- Interpret and apply complex Federal, State and local policies, procedures, laws, and regulations; Work independently and exercise initiative, with general guidance and supervision;

- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Maintain a professional demeanor at all times;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- Two (2) years of post-high school education or training in accounting, bookkeeping, public finance, or some other related field; with three (3) to five (5) years' experience in general accounting and/or public accounting preferred.
- Bachelor's Degree in business administration, accounting, or a related field is preferred

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

The employee is frequently required to stand, walk, sit, bend, operate a computer keyboard or type, handle materials, or reach with hands and arms performing the essential functions of the classification. The duties require sitting for long periods, accessing stored file boxes and file cabinets and moving and organizing physical file materials. The employee must occasionally lift 25 pounds. Specific vision abilities required by this classification include close vision, distance vision, depth perception and ability to adjust focus, conduct research and inspect materials. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions, communicate effectively in person, by telephone or electronic mail. While performing the duties of this classification, the employee works in an office setting where the noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.