



## CITY OF INGLESIDE JOB DESCRIPTION

### Finance Clerk

<b>Department:</b>	Finance
<b>FLSA Status:</b>	Non-Exempt
<b>Effective Date:</b>	05/13/2020
<b>Pay Grade:</b>	6

#### POSITION SUMMARY

Performs intermediate administrative support work involving the keying, scanning, and indexing of accounts payable records, receiving and processing account payments, issuing purchase orders, and related work as apparent or assigned. Work is performed under the moderate supervision of the Finance Director.

#### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Enters and process payroll information into the accounting system.
- Collects and balances monies received from payments and general receipts; enters accounts payable information into computer system; runs reports and reconciles accounts.
- Processes billing for supplies and services; submits checks and invoices for approval; mails and files paid invoices.
- Performs journal entry work; enters data and records abatements, refunds, and adjustments into the computer system.
- Receives and processes incoming and outgoing mail.
- Collates, sorts, and compiles fiscal data in accordance with procedures.
- Files and maintains various fiscal transaction documents.
- Complete assigned health and safety courses to create a safe work environment.

#### SUPERVISION RECEIVED AND EXERCISED

- Moderate supervision
- Under the direction of the Finance Director

#### EDUCATION AND EXPERIENCE REQUIREMENTS

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education** – High school diploma or GED  
**Experience** – Experience in bookkeeping or accounting work, or equivalent combination of education and experience.  
**License or Certificate** – Valid driver's license in the State of Texas.  
**Special Requirement** - NONE

<b>Required Education</b>	High School Diploma or GED
<b>Required Experience</b>	Extensive Experience
<b>Combination OK?</b>	Yes

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- General knowledge of bookkeeping terminology, methods, procedures, and equipment.
- General knowledge of standard office procedures, practices, and equipment.
- General knowledge of computer systems and their application in a variety of office environment.
- General knowledge of accounting principles and related data processing equipment.
- Skill in the use of personal computers, associated software packages, hardware, and peripheral equipment.
- Ability to understand and follow oral and written directions; ability to establish and follow detailed work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy.
- Ability to establish and maintain effective working relationships with associates and the public.

<b>Admin.</b>	Memos, letters, and reports
<b>Accounting:</b>	A/P and A/R

**PHYSICAL DEMANDS**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

- This work requires the occasional exertion of up to 10 pounds of force.
- Work regularly requires sitting, speaking, or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires standing, walking and stooping, kneeling, crouching, or crawling.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

<b>Weight</b>	10 lbs.
<b>Environment</b>	Mod. Quiet
<b>Physical Activity</b>	Moderate

**Personnel and Policy Handbook section 3-C**

*“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”*

*Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in*

*this job description restricts management's right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.*

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Employee Signature

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Date