

Job Title: **Junior Accountant**

Classification: **Non-Exempt**

Department: Finance



Supervisor: Finance Director

Effective: 11/01/2014

I. JOB SUMMARY:

Individual assists in the daily operations of the finance department, account payments, receivables, preparation of monthly reports, general preparation of journal entries, monthly closing and account analysis, providing instructions and accounting support to other city personnel and supporting Accountants in processing, recording, updating and reconciling financial information in compliance with established policies. Individual will perform other duties assigned by supervisor/department head when needed.

II. EDUCATION REQUIREMENTS:

- Community College and/or Vocational School degree with study in job related area required.
- Three to five years accounting experience in a government organization preferred.
- Must have knowledge of finance and accounting principles.
- Must be proficient in working with personal computer, and general office equipment.
- Must have knowledge and proficiency in use of accounting software, Microsoft Excel, Access, Word, and E-Mail.
- Must be able to use a 10 key calculator.
- Must be able to communicate proficiently in the Spanish and English language.

III. EMPLOYMENT REQUIREMENTS:

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screening administered by the City of Mission doctor at the City's expense.
- Applicant must be in possession of a neat and professional appearance.
- Applicant must have a current valid class "C" driver's license from the Department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.

IV. SKILL AND ABILITY REQUIREMENTS:

- Ability to follow a firm work schedule as directed by supervisor.
- Ability to compute, maintain and prepare complex records accurately, insuring confidentiality.
- Ability to maintain attention to detail and accuracy in accounting procedures.
- Ability to compute and record numbers correctly.
- Ability to follow instructions orally or in written form and perform tasks with little or no supervision.
- Ability to establish and maintain effective working relationship with office staff, auxiliary departments, elected officials and the general public.
- Ability to perform work that is routine and detailed.
- Ability to plan and organize in order to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to speak and write clearly and accurately.
- Ability to make decisions based on available data/criteria, laws and regulations, or city policy.
- Ability to handle special projects of diverse nature as assigned.
- Ability to read and interpret documents such as safety rules and city policy procedures.
- Ability to use mathematical skills to interpret financial information.
- Ability to operate a computer.
- Ability to analyze and interpret data.
- Ability to complete tasks within specified deadlines.
- Ability to perform different accounting tasks with a potential need to upgrade skills in order to meet changing job conditions.

V. EQUIPMENT/MATERIALS:

General office and safety equipment/materials to include but not limited to the following:

- | | |
|----------------------|-------------------------------|
| • Personnel Computer | • Policy & Procedure Handbook |
| • Typewriter | • Printer |
| • Fax machine | • Copy Machine |
| • Ten key calculator | • City Vehicle |
| • Telephone | |
| • Computer software | |
| • Rulers | |

VI. ESSENTIAL JOB FUNCTIONS:

- Provide Assistant to Accountants, Assistant Finance Director, and Finance Director
- Assist in performing general ledger accounting functions as needed and/or assigned.
- Compiles, files, and records a wide variety of financial information related to work assignments for the purpose of ensuring the availability of documentation, providing required information and/or processing information, and compliance with established policies and regulatory guidelines.
- Prepare journal and adjusting entries to financial statements as needed.
- Invoices and prepares payoff statements for all account receivable ledgers.
- Reconciles several accounts receivable balances for the purpose of maintain accurate balances and required information when necessary.
- Assist and provides support to all cashiers regarding procedures and requirements for the purpose of ensuring efficient processing in compliance with city policies.
- Inputs departmental daily reports into computer system.
- Assist Accountants, Assistant Finance Director, and Finance Director in cash audits and inventory counts.
- Provide external auditors with copies of all financial documents for audit.
- Reconcile credit card statements to actual collections.
- Ensure compliance with State Escheat Laws.
- Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Researches discrepancies of financial information and/or documentation for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Responds to inquiries from a wide variety of sources (e.g. city employees, vendors, auditors, etc.) for the purpose of facilitating communication and providing guidance, information, and/or referral for addressing inquiry.
- Reviews financial information for the purpose of identifying potential variances, compiling statistical information, and confirming to established financial practices and regulatory requirements.
- Perform any other tasks that may be assigned by Finance Director, Assistant Finance Director, or Accountants.

Page 4 – Junior Accountant

VII. NON-ESSENTIAL JOB FUNCTIONS:

- Assist Finance Director as assigned.

VIII. WORK ENVIRONMENT:

Exposure to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Extreme noise	X			
Vibration	X			

IX. MANUAL DEXTERITY:

Both fine and gross hand manipulation are required to perform essential job functions. Gross hand manipulation is utilized to grip a series of files and reposition a keyboard to different computer stations and transport binders, books, storage boxes, chairs, and boxes of paper to storage or printing areas. Fine finger dexterity is required to hand write notes, fill out forms, type reports, letters, and memos, input data in computer, and document information needed for day to day tasks.

Page 5 – Junior Accountant

X. PHYSICAL DEMAND ANALYSIS:

MATERIAL HANDLING ACTIVITIES

Tasks	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level.
	6-10 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26-50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	
CARRYING	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level.
	6-10 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26-50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	
PUSH/PULLING	Up to 5 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	6-10 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	11-20 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	21-25 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	26-50 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%

Page 6 – Junior Accountant

NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	O	Use three step stool or six step ladder to retrieve materials, books, files, or office supplies from upper shelves and building entrance stairs.
BALANCING	C	Telephone, books, files, binders, folders, pens, pencils, papers, stapler, stapler remover, paper clips, envelopes, markers.
STOOPING (bending at waist)	F	Open file drawers to retrieve files below waist level sitting or retrieve, books from floor area or pickup materials that fall down from floor area.
KNEELING (one or both knees)	O	Retrieve things that fall on the floor, retrieve files from lower filing cabinets, or as needed to plug into electrical outlets.
CROUCHING (bending at hips/knees)	F	Filing and lifting boxes, open file drawer at bottom section, to clear space removing a box on floor area, or empty boxes of computer paper and stacking them.
CRAWLING	O	Under desk to plug computer, tower, and printer.
REACHING	C	Open drawers and retrieve files and documents, partial to full arm extension, reach above head to retrieve supplies, to answer telephone, type letters, retrieve books and binders, using computer mouse.
TWISTING/TURNING (rotation)	C	180 degrees at waist level to access printer, retrieve files, materials, office supplies, assist the public, sitting at desk within work station, answering the telephone, typing, opening drawers, sitting and standing up to 180 degrees at neck, waist and shoulder level.
HANDLING (manipulated objects)	C	Boxes of files, clerical supplies, telephone, ink cartridges, pens, pencils, papers, folders, and calculator to relay and procure information, using computer mouse, both hands to grip files and books exerting moderate force.
FINGERING (finger dexterity)	C	Typing letters and reports on computer key board or typewriter, using 10 key calculator by touch, hand writing messages and notes, inputting data in computer, statistical reports, filing, and reviewing files, and using computer mouse, rolodex, tape dispenser.
STANDING	C	Making copies, filing, sorting mail, greeting the public, faxing documents, retrieve clerical supplies, books at shoulder level, opening file drawers, pick up and deliver documents.
SITTING	C	Typing letters and reports on computer key board or typewriter, attending meetings, sorting mail, answering telephone, greeting the public, reviewing files and other paper work, opening drawer to retrieve files.
WALKING	F	Retrieve paperwork within office and other offices within department up to 50' walking to copy room to make copies, within office doing job duties, walking to storage area, walking to bathroom, meetings, employee lounge, to file room for filing employee information.
GRASPING (whole hand activities)	C	Office supplies, equipment, file boxes, reams of paper, telephone, files, books, pens, pencils, letter opener, stapler, stapler remover, file drawer, papers, computer keyboard and mouse, letter stand, ruler, tape dispenser, filing baskets.

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%

I, _____ have read the job description and understand the duties of the Junior Accountant.

Employee Signature

Date