

## FINANCE CLERK II

Town of Springerville

Finance Department

### POSITION SUMMARY

This position reports directly to the Finance Director. Responsibilities include account keeping clerical work that may involve the application of municipal accounting principles and practices in the maintenance of financial and accounting records. This position is non-exempt under FLSA.

### ESSENTIAL FUNCTIONS

- Updates Accounts Payable and issues checks as directed.
- Issues and maintains logs for purchase orders.
- Performs skilled account-keeping work.
- Researches and review all invoices received and verify that payment is accurate.
- Participates in yearly audit.
- Posts and maintains subsidiary records in various areas of accounting.
- Prepares special reports as necessary for Town staff.
- Maintains accurate records and files as they pertain to accounts payable.
- Answers and directs incoming phone calls.
- Assumes first direct contact with general public to direct or help as needed.
- Sorts and checks all incoming and outgoing mail.
- Collects all payments and balances daily receipts for next day's verification and deposit.
- Tracks all cemetery records.
- Works with Public Works department regarding water and sewer problems, emergencies and customer requests for service.

### ADDITIONAL FUNCTIONS

- Assists other departments as the need arises.
- Coordinates department activities with other city and county departments.
- Performs other duties as deemed necessary or assigned.

### CERTIFICATIONS

- Valid Arizona Driver's License.

### POSITION REQUIREMENTS

**Experience:** Possess a working knowledge of municipal accounting systems and procedures and double entry accounting procedures. Modern office practices and procedures. Understanding of equipment and standard clerical techniques. Skill in the operation of a calculator, computers, adding machine, telephone system and other office machines. Make complex and varied mathematic computations and tabulations rapidly and accurately. Prepare accurate and complete financial reports from accounting data. Considerable experience in account keeping and related work.

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**Education:** High school diploma or GED, preferably supplemented by college level courses in accounting or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Must be bondable.

**Technical Skills:** Thorough knowledge of local government laws and regulations. Ability to read and interpret written instructions, reports, records and forms and excellent organizational, communication and public relation skills are required.

**Problem Solving:** Requires a great deal of research and problem serving.

**Decision Making:** Frequent decision making.

**Supervision:** None.

**Financial Accountability:** Responsible for Accounts Payable for the Town, through the Finance Director.

**Personal Relations:** Must have good written and oral communication skills with all Town personnel and must be able to develop a good working rapport with Town vendors and the general public.

**Working Conditions:** May be required to travel in response to Town needs.

**Physical Requirements:** Limited physical activity is required to perform the daily duties of this position.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Town of Springerville is an Equal Opportunity Employer.  
This job description last updated April 2021.