

**City of Vicksburg
Job Description**

Job Title: Accounting Specialist I

Department: Accounting

Reports To: Director of Finance & Administration

FLSA Status:

Prepared By: DAW

Prepared Date: January 10, 2018

Approved By:

Approved Date:

Summary: Carries out accounting tasks that involve accounts payable, assists with time clock management, filing of 1099s on vendor activity, and other accounting reports and paperwork by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Maintains the accounts payable claims docket and the City Clerk Check register.

Processes and reconciles all approved invoices and purchase orders into the accounts payable claims docket for the Board of Mayor and Alderman to be approved in an official Board meeting.

Enters utility invoices and department refunds.

Maintains the filing of all vendor payments.

Updates and maintains the vendor database.

Assists with time clock management.

Assists with payroll processing.

Special projects as assigned.

Assists in any other accounting duties as assigned by the Director of Finance and Administration.

Supervisory Responsibilities

From time to time, this position will supervise student workers and/or temporary employees.

Qualifications

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

Education and/or Experience

Associate's degree (A.A./A.S.) or equivalent from two-year college or technical school; or high school diploma and at least two years of related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to apply concepts of basic algebra.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of accounting software, spreadsheet software and word processing software.

Certificates, Licenses, Registrations

Must have a valid driver's license.

Other Skills and Abilities

Must be able to handle all tasks with tact and confidentiality. Must have very good organizational skills.

Other Qualifications

Overtime, alternative work schedules and on-call status may be assigned if needed.

Physical Demands

The physical demands described here 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 the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle or feel. The employee is frequently required to stand and walk. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment is usually moderate.