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| Job Title: | Finance Clerk |
| Department: | Finance |
| Reports to: | Director of Finance |
| FLSA Classification: | Non-Exempt |
| Safety Sensitive Type: | Safety Sensitive |
| Effective Date: | 05/01/2022 |
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| Job Summary: | The purpose of this position is to provide a variety of accounting functions, Duties include maintaining a working knowledge of bookkeeping practices and procedures, include data entry into customized financial systems, preparing and maintaining accurate reports and records, managing Accounts Receivable and/or Accounts Payable functions; journal entries, daily cash reports, and audit reports; interacting with employees and citizens; providing information to grant coordinators; mailing checks to vendors; depositing checks, billing, and other duties as required. |
| Essential Job Functions: | Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.   1. Post daily cash reports and journal entries for all funds. 2. Files all cash reports, journal entries, and finance reports. 3. Prints and files all financial reports by funds. 4. Inputs, bills and reconciles Accounts Receivables. 5. Bills monthly contracts and processes adjustments and posts. 6. Manages and oversees accounts receivable central file system for all city departments. 7. Takes inventory of all accounts receivable records. 8. Reviews all entered budget transfers affecting the General Ledger. 9. Files budget adjustments and provides assistance to departments with inquiries. 10. Prepares and compiles all needed yearly audit, aging, and balance reports as needed. 11. Assist with checking timesheets, inputting hours, balancing reports, and running and processing payroll checks. 12. Assists code enforcement department with liens. 13. Acts as a backup to the purchasing division with bid openings, meetings and data entry of required information. 14. Order supplies for the Accounts Receivable and Accounts Payable Divisions. 15. Process check requisitions, small purchase orders (SPO’s), travel requests and purchase orders for payment. 16. Organizes invoices, verifies payment amounts, and responds to concerns of invalid account numbers or purchases made. 17. Runs reports of payables for review, verifies accuracy of reports and delivery. 18. Oversee tracking of end-of-year paperwork for auditors. 19. Issues stop payments and tax-exempt certificates. 20. Voids and reissues checks and completes administrative and customer service functions. 21. Performs related work and reports as assigned. |
| Conditions of Employment: | 1. Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration. 2. Applicant must take and pass a pre-employment drug test administered by the City of Edinburg at the City’s expense. 3. Must have a current valid class “C” driver’s license from the Texas Department of Public Safety with a satisfactory driving record. 4. Bilingual English/Spanish preferred. 5. Applicant must meet licenses, certifications & registrations requirements. |
| Required Education: | High school diploma, GED or equivalency. |
| Education Preference: | Associate’s Degree in Accounting, Finance, Business Administration or related field. |
| Educational Substitute: | Not Applicable |
| Required Work Experience: | Requires one (1) year experience in bookkeeping, data entry or clerical work. |
| Experience Preference: | Two (2) years’ experience in bookkeeping, data entry or clerical work. Requires a working knowledge of clerical and bookkeeping practices and procedures. |
| Supervisory Experience Requirement: | Not applicable |
| Required Knowledge, Skills, & Abilities | 1. Requires a working knowledge of general accounting and data entry practices and procedures. 2. Work requires regular interaction involving exchange and receipt of information. 3. Intermediate to advanced analytical skills appropriate to the work environment. 4. Intermediate computer skills in a Microsoft Windows environment; includes Excel, Word, Publisher, database management, and record keeping. 5. There is some opportunity for discretion when selecting among a few, easily identifiable choices. Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. 6. Customer service skills. |
| Equipment Materials: | General office and safety equipment/materials to include but not limited to the following:   * Personal computer * Copier/Fax Machine * Printer/Scanner * Calculator * Telephone * Vehicle * Software |
| Work Conditions: | The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  The employee works under typical office conditions, and the noise level is usually quiet. Occasional driving is required to attend business meetings. |
| Mental Demands: | While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; use math and mathematical reasoning; perform under changing, intensive deadlines on multiple concurrent tasks; and interact with staff and the public. |

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| Physical Demands | | | | | | | | | | | | | | | | | |
| **Environmental Conditions:** | | | | | | | | | | | | | | | | | |
| **HEALTH AND SAFETY** | | | | | | **ENVIRONMENT FACTORS** | | | | | | | **PRIMARY WORK LOCATION** | | | | |
| Mechanical Hazards | | | |  | | Respiratory Hazards | | | | | |  | Office Environment | | | |  |
| Chemical Hazards | | | |  | | Extreme Temperatures | | | | | |  | Warehouse | | | |  |
| Physical Danger or Abuse – upset customers | | | |  | | Expressing/Exchanging Spoken Word | | | | | |  | Closed Quarters/Crawl Spaces | | | |  |
| Fire Hazards | | | |  | | Noise | | | | | |  | Vehicle | | | |  |
| Explosives | | | |  | | Wetness/ Humidity | | | | | |  | Outdoor Environment | | | |  |
| Communicable Diseases | | | |  | | Vibration | | | | | |  | Inside Environment | | | |  |
| Electrical Hazards | | | |  | | Physical Hazards | | | | | |  | Shop | | | |  |
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| **Visual Acuity:** | | | | | | | | | | | | | | | | | |
| Near Visual | | | |  | | Clarity of vision at approximately 20in or less (i.e., working with small objects or reading small print), including use of computers. | | | | | | | | | | | |
| Far Visual | | | |  | | Clarity of vision at 20ft or more. This is not just the ability to see a person or object, but the ability to recognize features as well. | | | | | | | | | | | |
| Peripheral Vision | | | |  | | Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point. | | | | | | | | | | | |
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| **Physical Activities:** | | | | | | | | | | | | | | | | | |
| **TASK** | | | | | **FREQUENCY** | | | | **PERFORMANCE** | | | | | | | | |
| N = Never  (never occurs) | R – Rarely  (less than 1 hour a week) | | | | | | | O = Occasionally  (up to 1/3 of the time) | | | F = Frequently  (from 1/3 to 2/3 of the time) | | | | C = Continuously  (2/3 or more of the time) | | |
| Climbing | | | | O | | | | | Ascending of descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. | | | | | | | | |
| Stooping (bending at waist) | | | | O | | | | | Bending body downward and forward by bending spine at waist. | | | | | | | | |
| Kneeling (one or both knees) | | | | O | | | | | Bending legs at knee to come to a rest on knee or knees. | | | | | | | | |
| Lifting/Carrying | | | | F | | | | | Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. | | | | | | | | |
| Keyboarding | | | | C | | | | | Entering text or data into a computer or other machine by means of a traditional keyboard. Traditional keyboard refers to a panel of keys used as the primary input device on a computer, typographic machine or 10-key numeric keypad. | | | | | | | | |
| Reaching (at or below shoulder level) | | | | F | | | | | Extending hand(s) and arm(s) in any direction. | | | | | | | | |
| Reaching Overhead | | | | O | | | | | Extending hand(s) and arm(s) higher that the head and one of these conditions exist: (1) A person bends the elbows, and the angle at the shoulders is about 90 degrees or more, or (2) A person keeps the elbow extended, and the angle at the shoulder is about 120 degrees or more. | | | | | | | | |
| Twisting/Turning (rotation) | | | | F | | | | | Rotating one part of the body in a direction away from or opposite to another part. Includes lateral rotation of the trunk and spine. | | | | | | | | |
| Handling (manipulated objects) | | | | C | | | | | Seizing, holding, grasping, turning or otherwise working with hands. | | | | | | | | |
| Standing | | | | F | | | | | Remaining upright on the feet, particularly for sustained period of time. | | | | | | | | |
| Walking | | | | F | | | | | Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. | | | | | | | | |
| Sitting | | | | C | | | | | Remaining in a seated position for extended periods of time without being able to leave the work area. | | | | | | | | |
| Grasping (whole hand activities) | | | | C | | | | | Applying pressure to an object with the fingers and palm. | | | | | | | | |
| Pushing/Pulling | | | | F | | | | | Using upper extremities to press against something with steady force, in order to thrust forward, downward or outward. Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion. | | | | | | | | |
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| **Physical Requirements:** | | | | | | | | | | | | | | | | | |
| **TASK** | | | **WEIGHTS** | | | | **CHECK IF APPLICABLE** | | | **PERFORMANCE** | | | | | | | |
| Sedentary Work | | | Up to 10 lbs. | | | |  | | | Exerting up to 10lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. | | | | | | | |
| Light Work: | | | Up to 20 lbs. | | | |  | | | Exerting up to 20lbs of force occasionally, and/or up to 10lbs of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. | | | | | | | |
| Medium Work: | | | Up to 50 lbs. | | | |  | | | Exerting up to 50lbs of force occasionally, and/or up to 20lbs of force frequently, and/or up to 10lbs of force constantly to move objects. | | | | | | | |
| Heavy Work: | | | Up to 100 lbs. | | | |  | | | Exerting up to 100lbs of force occasionally, between 2 persons, and/or in excess of 50lbs of force frequently, and/or up to 20lbs of force constantly to move objects. | | | | | | | |
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| Authorization: | | I have reviewed this description and understand the requirements and responsibilities of the position.  \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Print Name Signature of Employee  The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change. | | | | | | | | | | | | | | | |