

**City of Sallisaw
Job Description**

Job Title: ACCOUNTING SPECIALIST

Exempt (Y/N): Yes
Date: March 2018

Department: Finance
Reports To: Finance Director

SUMMARY

Accounting Specialist is responsible for performing a variety of duties requiring the application of financial recordkeeping practices and clerical coordination of utility billing, DiamondNet billing, accounts receivable, payroll, accounts payable and general ledger. Incumbent will be cross trained in all assignments and assist other members of the Finance Department as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

1. Coordinates systems and processes that allow the completion of daily tasks associated with utility billing, telecommunications billing accounts receivable, payroll and accounts payable. Assists in completing daily processes.
2. **Utility Billing Processes:** Monitors billing processes for all city services; assists in the setup of customer accounts; assists in the processing of service orders; responds to customer inquiries; assists in the refund of meter deposits and the balancing of the meter fund with customer deposits; assist with customer issues related to the billing processes.
3. **Telecommunications Billing Process:** As assigned, perform the day to day tasks associated with telecommunication billing and assist customers and customer service clerks with questions or concerns about their DiamondNet bills.
4. **Accounts Receivable:** Processes monthly accounts receivable related to landfill and other miscellaneous receivables; prepare invoices for city services as required. Track late paying customers and attempt to collect past due balances as needed.
5. **Payroll:** Process bi-weekly payroll; assists employees with questions regarding payroll checks; process all necessary in-house, state and federal reports and surveys related to payroll, garnishments and required tax reporting; perform needed maintenance for each employee as needed to process payroll. Prepare Oklahoma Municipal Retirement Fund reports, Police and Fire pension reports, employee withhold report, and remit as necessary.
6. **Accounts Payable:** Process purchase orders and related invoices, prepare for payment as needed; process checks for payment of invoices; assist vendors with questions regarding invoice and payment status; reconcile vendor statements with AP system to ensure all invoices have been paid and accounted for; assist with maintaining vendor accounts; process required reports for each check run; ensure 1099 vendors are set up properly to receive end of year 1099 forms as required.

7. Telecommunications: Assist in the completion of submission of monthly subscriber reports to various programmers as required by contract; reconcile programming invoices and customer counts to the telecommunications billing system to ensure correctness; process programming invoices for payment. Track contract stipulations and ensure city is abiding by contract requirements. Track renewal dates of all contracts and assist the Director of Finance or other city personnel with renewal of those contracts as needed.
8. Perform monthly audits of billings, payments to vendors and payments to employees to ensure the various systems are properly calculating, billing and paying out properly. Make sure all functions of the landfill software system are performing properly and assist landfill personnel with any software complications. Advise Director of Finance of any areas of concern.
9. Assists in preparing unpaid accounts for write off. Prepares reports on delinquent accounts, contacts customers as needed, and coordinates with and assists outside collection agencies with bad debts of the city. Assists in tracking of unpaid accounts on city databases.
10. Assists in training of new personnel.
11. Maintain desk manuals of all functions for which the incumbent is responsible.
12. Reconcile various system reports to the city's general ledger; troubleshoot errors as needed.
13. Scan and file all paperwork related to AP, UB, AR, Payroll and other Finance tasks.
14. Appear for scheduled work with regular, reliable and punctual attendance.
15. Performs other duties as assigned.

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 degree (A.A.), or equivalent from a two-year college, university or technical school; and, four years related experience in a business environment handling billing and receivable functions; or equivalent combination of education and experience, preferably in a government environment.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; ability to write reports, business correspondence, and procedure manuals; ability to effectively present information and respond to questions from customers and the general public.

INTERNAL AND EXTERNAL COMMUNICATION

This position has routine contact with others beyond immediate associates. Position also has routine contacts with persons outside the organizations. Must be able to maintain a cooperative working relationship with other employees and departments of the city.

COMPUTER SKILLS

Must have working knowledge of Microsoft Word and Excel. Able to learn new software programs related to the finance operation.

MATHEMATICAL SKILLS

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

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 talk or hear. The employee frequently is required to sit, stand and walk; use hands and fingers to handle and feel; reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

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 the essential functions.

The incumbent will typically work in an office environment where noise level is usually moderate.

** A pre-employment drug test is required. Successful applicant must reside within a 20-minute response time of the city limits of the City of Sallisaw, Oklahoma.

Approved:  _____
City Manager

Date: 12/10/19

Modified: 12/09/2019