

CITY OF WILLIAMS

has an opening for a full-benefits, full-time position of Account Clerk I-II in its Finance Dept. Applicants must be practiced in providing outstanding customer service and have strong skills and experience in payroll administration, accounts payable, accounts receivable, and other account-keeping related duties. Salary range \$13.86 - \$19.40 per hour, DOQ. Selected applicants must undergo background checks and testing. Position is open until filled. Email application and resumé to skerley@williamsaz.gov with *Account Clerk Position* in subject line. Position descriptions and City applications are available at www.williamsaz.gov and at City Hall, 113 S. 1st Street, Williams, AZ 86046.

The City of Williams is an Equal Opportunity employer.

**City of Williams
Position Description
(Grade 5-9)**

Summary of Position

Performs account-keeping clerical duties at City Hall and provides excellent customer service to all callers and customers.

Organizational Relationships

1. Reports to: Finance Director
2. Directs: This is a nonsupervisory position.
3. Other: Offers accounting/bookkeeping/clerical services for the Finance Department, assists Customer Service Representative, and works closely with city personnel and the general public.

Essential Duties

- Performs all accounts payable and payroll functions, including the issuance of checks.
- Substantiates cash balances and cash ledgers; prepares adjustments or general ledger entries to correct ledger balances or trial balances.
- Posts and maintains subsidiary records in various areas of accounting.
- Assists in researching and assembling highly confidential and sensitive information.
- Cross-trains in the Administrative Assistant I position so that coverage for the front desk area is provided for lunchtimes, break times or whenever needed.
- Assists various departments with material and supply acquisition through requisition and purchase order process.
- Performs other related duties, as requested, directed, or assigned.

Job Knowledge, Skills and Abilities

- Work requires knowledge of record-keeping, accounting and office procedures, and use and operation of standard office equipment, at a level generally acquired through 3+ years related experience.
- Needs initiative and independent judgment and knowledge of general accounting procedures and practices.
- Must have knowledge of business and a good command of the English language, both oral and written.
- Must have knowledge of a variety of computer software applications in accounting, spreadsheets, and word processing, and must be efficient and accurate in data entry.
- Some analytical ability is required in order to gather and summarize data for reports, find solutions to various challenges, and prioritize work.
- Must have high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact, diplomacy, and consideration of others.
- Work requires continual attention to detail in account coding, gathering and sorting of documentation, data entry, establishing priorities, and meeting deadlines.

General Information

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 duties, responsibilities, and skills required of personnel so classified.