

**RESOLUTION NO. -13**

**RESOLUTION AMENDING PAY CLASSIFICATION PLAN  
ADDING ACCOUNTING CLERK POSITION FOR FINANCE DIVISION**

WHEREAS, there is a need in the Finance Division of the General Government Department to convert the temporary, full-time Accounts Clerk position to a regular, full-time Accounting Clerk, and

WHEREAS, The Archer Company has performed the job analysis and written the job description (attached), and the position has been set at a Grade 9 in the City's Pay Classification plan at an annual salary of \$33,074, and

WHEREAS, a budget adjustment in the amount of \$8,965 (as detailed in §2 below) will be necessary to fund the remainder of this fiscal year, and

WHEREAS, the Finance Division desires that the employee that is currently serving in the temporary, full-time Accounts Clerk position remain in that position when it converts to the regular, full-time, Accounting Clerk position.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Foley, Alabama, as follows:

SECTION 1: The temporary, full-time position of Accounts Clerk is hereby converted to a regular, full-time Accounting Clerk at a Grade 9 in the City's Pay Classification Plan, at an annual salary of \$31,046, effective pay period beginning July 16, 2013.

SECTION 2: Approves a budget allocation to support this action as follows:  
\$5,972 to the General Government Salaries account #01-620-1010  
\$457 to the Payroll Tax account #01-620-1030  
\$416 to the Retirement account #01-620-1050  
\$67 to the Life Disability account #01-620-1041  
\$2,053 to the Self Insured account ##01-660-1020

SECTION 3: Authorizes employee #01-0930 to remain in this position upon its conversion to the Pay Classification Plan.

SECTION 4: This Resolution shall become effective immediately upon its adoption as required by law.

**CODE:**  
**FLSA: N**  
**GRADE: 9**

**CITY OF FOLEY**  
**JOB DESCRIPTION, JUNE 2013**

**JOB TITLE: ACCOUNTING CLERK**  
**GENERAL GOVERNMENT – FINANCE DIVISION**

**GENERAL STATEMENT OF JOB**

Under general supervision, calculates, posts and verifies financial data for use in maintaining accounting records and reconciling posted accounts bank statements and subsidiary ledgers. Reviews accuracy of balance sheet information entered into computerized accounting system on a monthly basis ensuring accounts balance to subsidiary ledgers. Ensures accurate and timely posting of entries ensuring the timely production of financial statements. Prepares and enters capital equipment additions into the fixed asset tracking system. Reconciles daily cash collections of the Revenue Division and other General Government staff. Assists Accounts Payable and other Finance Division staff when necessary or requested to do so. Reports to the Finance Manager.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Receipts revenues, prepares deposits, issues checks, posts adjusting entries and records information from other departments to ensure manual check registers are balanced to general ledger cash and that inventory and payable accounts are balanced to supporting documents.

Reconciles bank statements, prepares and posts journal entries for interest/fees/adjustments, advises other departments of discrepancies and required resolutions, initiates resolution of outstanding checks over 90 days.

Reconciles daily cash drawer, secures cash drawer for overnight storage, initiates reimbursement for petty cash expenditures as required and prepares requests to bank for currency exchange.

Examines monthly interfund transfers, prepares monthly interfund reimbursement requests, issues checks and prepares deposits.

Prepares lead sheets, records capital equipment data into fixed asset system, balances to ledger capital accounts and submits to the Accounting Assistant for review.

Records miscellaneous receivables, follows through on collection of past due accounts, creates and updates subsidiary ledgers of amounts due.

Posts routine accounting information received from other City personnel such as worker's compensation, postage use allocations and employee benefit costs; verifies posted information against supporting details.

Prints monthly balance sheets. Pulls and organizes balance sheet supporting documentation and verifies against balance sheet accounts. Submits to Supervisor for review.

## ACCOUNTING CLERK

Pulls and re-files various documents requested by auditors during completion of annual audit.

Maintains standard operating procedures manual for the Accounting Clerk position and participates in cross training efforts within the Finance Division.

Prepares, produces and maintains risk management, moveable equipment, outstanding purchase orders, disaster tracking and other reports as required.

Files accounting registers and documentation in accordance with auditing and state requirements.

Shreds sensitive financial and administrative documents.

Receives and/or reviews information such as department reports, checks and ACH information. Capital equipment invoices, bank statements, invoices and returned checks.

Prepares and generates information such as daily cash collection report, balance sheets, check registers, bank reconciliations and interfund transfer reports.

Refers to financial system reports, procedure manual and vendor capital equipment invoices.

Utilizes a variety of computer software to include Incode, FAS, Excel, Outlook and Word.

Interacts and communicates with a wide variety of groups and individuals to include the Finance Division Supervisor, the Revenue Division, Municipal Court staff, Depot Museum staff and pother General Government staff.

Utilizes a variety of machinery and/or equipment to include calculators, copiers, shredders, telephones, computers, printers, scanners and fax machines.

### **ADDITIONAL JOB FUNCTIONS**

Serves as backup to the Accounts Clerk as needed.

Assists various General Government personnel as needed.

Serves as backup to the Depot Museum Curator in operations of the Museum gift shop as needed.

Assists departmental supervisors with financial related questions.

Performs other duties as assigned.

### **MINIMUM TRAINING AND EXPERIENCE**

Recommends an Associate's Degree with a minimum of one year of experience in a job related field, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

## ACCOUNTING CLERK

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of office machines and equipment. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to push, lift, pull, carry or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Must be able to lift/carry weights of ten to twenty pounds.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information, includes the receiving of information and instruction from supervisor.

**Language Ability:** Requires the ability to read a variety of documents and reports. Requires the ability to prepare required records and reports using the proper format punctuation, spelling, and grammar, using all parts of speech.

**Intelligence:** Requires the ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently with co-workers and the general public.

**Numeric Aptitude:** Requires the ability to use basic statistics such as means, variances, coefficients, standard deviation, distribution, modes, etc.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability to make precise movements with fingers, hands and arms, e.g. typing, keying, data entering, etc.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to match specific colors, textures, sounds, odors, e.g., keyboarding, typing, transcribing, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**