



## Accounting Clerk III

March 2021

**Title:** Accounting Clerk III  
**Salary Range:** Hourly - \$22.60 - \$33.59  
Monthly - \$3,917 - \$5,822  
Annual - \$47,000 - \$69,864

### SUMMARY

Provides essential services by performing a variety of complex accounting duties as needed to generate, record, reconcile, and monitor transactions related to payroll and benefits, accounts payable, accounts receivable, purchasing, grant management and cash management for the NFRMPO (MPO). Position coordinates financial activities to implement organization's mission, vision and objectives for the successful operation of the MPO. Works under the direct supervision of the Accounting Manager.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are illustrative of the primary functions of this position and are not intended to be all inclusive.

#### Payroll:

- Administers the complete payroll process for the NFRMPO staff in compliance with all policies and procedures.
- Assures accurate benefit processing and vendor accuracy and compliance
- Maintains all payroll records
- Reconciles all items to the accounting system
- Assists in the reconciliation and filing of all annual taxes and related reports
- Completes portion of monthly CDOT Billing and all ancillary billing
- Processes retirement and short-term disability insurance payments

#### Accounting and Administrative Responsibilities

- Acts as Purchasing Agent for the MPO and rideshare program which includes all aspects of purchasing above a policy level threshold
- Reconciles credit card payments against charges
- Assists in the preparation of quarterly financial statements
- Preparation and submission for indirect cost
- Prepare worksheets for annual audit
- Prepare and enter General Ledger entries
- Reviews Accounts Payable for completeness and accuracy,
- Help manage and control bank balances.
- Responsible for reviews and reconciliation of other Accounting positions work
- Enters all receipts into the accounting software
- Assists in compilation of annual organization budget
- Cross-train within financial team to support MPO
- Performs backup duties for contract management

- Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES**

This position does not have direct supervision of other administrative support staff. This is a lead position that may be training or reviewing other Accounting personnel work.

### **QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skills, and abilities required to perform the necessary functions of this position.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Demonstrated ability in all accounting and payroll functions
- Expertise and demonstrated ability in accounting software Microsoft Dynamics GP preferred.
- Strong oral and written communication skills, including grammar and editing skills.
- Ability to establish and maintain effective working relationships with citizens, customers, other government agencies, and staff; good customer relations skills.
- Expertise and knowledge of standard office software including word processing, spreadsheets, and data base and general office equipment.
- Ability to organize and prioritize work effectively.
- Knowledge of the organization's goals, objectives policies and services.
- Ability to work with limited supervision and exercise independent judgment.
- Interacts effectively with others to establish and maintain smooth working relations.
- Works effectively with internal and external customers/clients to satisfy service and product expectations and ensure the effectiveness of the organization.
- Employee's work behaviors demonstrate responsible personal and professional conduct, which contributes to the overall goals and mission of the department.

### **EDUCATION and EXPERIENCE**

A minimum of three years related governmental accounting experience required. Associates degree or equivalent combination of education and experience, Bachelor's degree preferred. **Advance Excel knowledge is required. Working knowledge of MS Dynamics (Great Plains) software preferred.**

### **LANGUAGE SKILLS**

Effectively communicates by actively listening and sharing relevant information with co-workers, supervisor(s) and customers/clients.

Ability to read, analyze, and interpret generally accepted accounting principles, governmental accounting as applied to Federal, State and Local policies and procedures, and governmental regulations. Ability to effectively present information and respond to questions from management, customers, and the general public.

### **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.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Current driver's license.

### **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. While performing the duties of this job, the

employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and 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.

The work area is a standard professional office environment with travel to other locations for meetings. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions, fumes, or airborne particles, and vibration. The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions