



Job Description – Account Clerk Specialist AP/AR

Pay Range: \$44,126.53 - \$59,133.77

Division: Administration

Position Summary:

This requires moderately difficult accounting work involving the application of governmental fund accounting principles. This position has responsibility in accounts payable and receivable, maintenance of financial records, purchase requisition/order processing, and bank deposits for Superstition Fire & Medical District. The position requires attention to detail, complex calculations, and accurate record keeping. Work in this position requires the demonstration of continuous effort to improve operations, decrease turnaround times, streamline work processes, and the ability to work cooperatively and jointly to provide quality seamless customer service. Performs other related duties as assigned. General supervision is received from department supervisory personnel as assigned.

This position is designated as classified and is non-exempt. The Account Clerk Specialist works a Monday through Thursday 40-hour workweek.

Essential Functions:

- Performs one or more accounting operations such as maintaining multiple account registers, various ledgers and journals ensuring transactions are accurate, consistent, and conform to procedures.
- Complies with the rules, policies, and procedures as set forth by the District.
- Processes accounts payable; sets up new vendors in Accounts Payable Accounting System, sends an I.R.S. W-9 to new vendors, maintains files, and updates CYMA records; verifies all purchase requisitions/orders have approval signatures; matches packing slips with purchase orders and invoices.
- Issues accounts payable checks, makes copies of checks for files, matches invoices to checks, prepares checks for mailing.
- Prepares Cash Requirements report for each fund and obtains approval of Fire Chief and Finance Director in compliance with the District's Procurement Policy.
- Facilitates check signatures in compliance with the District's Procurement Policy.
- Issues 1099's at calendar year end.
- Maintains current vendor paid files; reviews monthly vendor statements for accuracy of payments applied and amounts due.
- Performs data processing functions, including creating Excel spreadsheets and word processing.
- Processes accounts receivable; prepares bank deposits and reconciles cash receipts journal.

- Prepares periodic financial reports.
- Performs general ledger accounting functions, (journal entries, postings, reports etc.).
- Processes and files Arizona Department of Revenue Use Tax Return (TPT-1).

Knowledge, Skills and Abilities:

- Knowledge of SFMD policies and procedures.
- Knowledge of SFMD operations, organizations, procedures and policies.
- Maintains confidentiality and handling discrete and sensitive issues.
- Communicate effectively, both orally and in writing, in the English language with customers, clients, employees and the public in face-to-face, one-on-one settings, group settings, or when using a telephone.
- Produces written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Understand and follow verbal and written instructions in the English language.
- Comprehend and make inferences from written materials in the English language.
- Establish and maintain effective working relationships by working cooperatively with others employees, other agencies, and the public.
- Maintain a positive, professional, and productive attitude and work ethic.
- Work safely and courteously to promote a strong team atmosphere.
- Skill in providing effective customer service.
- Skill in operating and maintaining a variety of office equipment.
- Ability to use independent judgment in the exercise of daily responsibilities.
- Ability to work effectively under deadlines, handling diverse schedules and prioritizing work.
- Ability to maintain detailed and accurate records.
- Ability to analyze and evaluate administrative needs, identify problems, and develop feasible solutions.
- Ability to use personal computer with strong command of Microsoft Word, Excel, Access, PowerPoint, and Outlook skills.
- Operation of 10-key calculator and accounting software in an automated accounting system environment.
- Basic arithmetic such as addition, subtraction, multiplication, and division.

- Communicate problems encountered in routine work to immediate supervisor to obtain problem resolution.

Required Training and Experience

- High School diploma or GED equivalency; and
- A minimum of two (2) years' experience in accounts payables and receivable; or
- Associates Degree from an accredited college or university recognized by the U.S. Department of Education in Accounting or other related field; and
- Any equivalent combination of education, experience and training which provides the knowledge, skills and abilities necessary to perform the work.
- Experience using the Microsoft Office Suite products.
- Proven good telephone and customer service skills.
- Preferred Qualifications: Prior experience in governmental fund accounting.

EQUAL EMPLOYMENT OPPORTUNITY:

It is the policy of the District to provide employment opportunities to all persons based solely on ability, regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and other classification or status protected by law. (ARS § 41-1463)

This job specification should not be construed to imply that these requirements are exclusive standards for the assignment. Incumbents will follow any other instructions and perform any other related duties as may be required by supervisory personnel. Performance of other essential functions may depend upon work location, assignment, and/or shift. Additionally, this position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.