



JOB VACANCIES ANNOUNCEMENT

The City of Marion is seeking qualified applications for the following position:

	<u>Finance</u>
Position Title:	Full Time – Accounting Associate
Starting Salary:	\$44,764 - \$65,829
Bargaining Unit:	Non-Bargaining
Reports to:	Assistant Finance Director, Brian McKenzie
Deadline:	4:00 pm- June 3, 2022

How to Apply: <https://www.cityofmarion.org/government/administration/human-resources/employment>

**Assistance provided to disabled individuals upon request.
Equal Opportunity Employer**

JOB DESCRIPTION



JOB INFORMATION			
Job Title:	Accounting Associate	Civil Service:	Yes
Department:	Finance Department	Bargaining Unit:	Non-Bargaining
Reports to Position:	Assistant Finance Director	Pay Grade:	NB Pay Scale
Location:	City Hall	Overtime Status:	Hourly – Paid Overtime
Effect. Date:	02/2019	FLSA Status:	Non-Exempt

JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):

Under the general direction of the Assistant Finance Director, provides a wide variety of financial recording, administrative support and technical accounts processing duties. Assists other Finance staff with special projects when necessary.

- ESSENTIAL JOB DUTIES/WORK PERFORMED**
- List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:*
- Performs accounts receivable functions such as processing cash receipts, preparing accounts receivable invoices, and monitoring accounts receivable.
 - Closes and balances cash register and prepares City-wide deposit.
 - Performs special assessment and delinquent fee processes.
 - Verifies and processes accounts payable invoices and purchase orders, including preparing reports for City Council approval.
 - Prepares checks and remittances for mailing.
 - Responsible for maintaining vendor database and 1099 year-end reporting.
 - Prepares Quarterly Sales Tax Returns and Fuel Tax Refunds.
 - Assists with purchase of office supplies as needed.
 - Administers the hotel/motel grant program.
 - Maintains insurance records for city general liability, property, fleet and inland-marine policies.
 - Maintains records of city-owned vehicles, applies for registrations and titles.
 - Assists in maintaining detailed capital asset listings.
 - Assists in preparing monthly department reports.
 - Assists in preparing annual reports and audit workpapers.
 - Performs the clerical and filing functions of the Finance Department.
 - Processes applications and issues business permits and licenses.
 - Maintains City records and responds to records requests in an orderly and prompt manner.
 - Assists in submitting and tracking public notices.
 - Works closely with other City departments, answering their questions regarding financial transactions, providing copies of supporting documentation, etc.
 - Responds to customer inquiries in a courteous and prompt manner.
 - Assists with election processes including candidate packets and voter registration.
 - Performs other duties and responsibilities as assigned.

- REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**
- List key dimensions (measurements for success) for this position:*
- Ability to operate ten key calculator.
 - Ability to understand and implement oral and written communications.
 - Ability to establish and maintain effective working relationships with the general public and fellow employees.
 - Ability to problem solve.

- Ability to take initiative.
- Ability to keep and maintain department records in an organized and orderly way.
- Ability to use computers, including word-processing, spreadsheet and specialized financial software applications.

ESSENTIAL FUNCTIONS/PHYSICAL REQUIREMENTS

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

- Ability to bend, reach, climb, stoop and lift 40 pounds for filing and records retrieval.
- Ability to read, speak, write and understand English to communicate effectively and professionally with fellow employees, Boards and the general public via telephone, in written form or face-to-face.
- Ability to operate computer keyboard, calculator, telephone, typewriter, photocopier and similar electronic and manual office machines.
- Ability to sit for long periods of time for typing and computer work.
- Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.

QUALIFICATIONS

List the minimum requirements to be considered for this position:

- Associate's Degree in Accounting, Business, or related field of study.
- 1-year of accounting or other work-related experience.
- Must be able to obtain Surety Bond coverage.

WORKING CONDITIONS

List working conditions for this position:

- Works in an office environment
- Works a standard work week
- May be required to work some overtime upon demand of workload

REQUIRED BACKGROUND CHECKS

List working conditions for this position:

- Sex Offender Registry
- Criminal Background Check
- Drug Screening
- Driving Record
- Pre-Employment Physical