



Town of Paonia Job Descriptions

Job Title:	Finance Clerk/Staff Accountant	New: <input checked="" type="checkbox"/> Rev.: <input type="checkbox"/>
Reports to (Title):	Town Administrator/Treasurer	
Department/Division:	Administration	Expected Starting Wage is: \$58,000/Annually
	<i>One Total Position</i>	FLSA: Full-Time, Exempt, Non-Bargaining

GENERAL SUMMARY:

Reporting to the Town Administrator, this position provides support to the Town Administrator and Treasurer. This position is primarily responsible for supporting the daily accounting and customer service activities of the office to include utility bill processing, utility payment processing, updating, and auditing meters, generating utility work orders, owning and managing the entire utility billing process, support and assist in a secondary capacity in the processes of accounts payable. The position also includes assisting in year end closeout activities such as tracking and booking encumbrances, preparing for end of year audits, and assisting with 1099 submissions. The position is also the designated point of contact for the Town’s third-party accounting firm and assists with reconciling accounts, including monthly bank reconciliations, and manage Accounts Receivable.

This position runs requested financial reports for the Town Administrator/Treasurer and prepares those reports for Trustee Meetings. It is expected that this position will also run financial reports, analyze, and interpret information and performs other financial and some clerical duties. It is imperative that candidates understand basic general accounting principles and internal control concepts, be proficient with accounting software applications and excel spreadsheets, detail, and deadline oriented and exhibit strong interpersonal skills.

Work will require contact with the public, and it is expected that the successful candidate will demonstrate a positive attitude and serve as a representative of the Town of Paonia. All employees of the Town of Paonia are expected to exercise independent judgment with minimum supervision. Work is reviewed through individual development plans, goal setting and reviews with the position’s direct supervisor.

REPORTING AND ORGANIZATIONAL RELATIONSHIP

This position reports to the Town Administrator/Treasurer and serves on the administrative leadership team. The position is expected to provide information and support to all employees and departments related to accounting and financial matters.



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DUTIES AND RESPONSIBILITIES:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Paonia retains the right to modify, change the duties or essential functions of the job, and reclassify responsibilities at any time.

- Serve as a representative of the Town of Paonia, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
- Process cash payments for utility bills, permit fees, VIN inspections and other miscellaneous transactions.
- Process utility billing requires an understanding of rate structure, municipal code related to water, sewer and trash charges and learning the ERP software for the Town.
- Act primarily as reviewer to accounts payable functions, and provides back-up when necessary, this function requires gaining an understanding of the Town's chart of accounts to be able to review coding for accuracy; enter and post invoices accurately and efficiently; match charge slips or invoices with statements for high volume vendors; review expenses for compliance with the Town's purchasing policy; generate automatic payments and checks; initiate ACH/EFT payments; research and resolve vendor inquiries; maintain W-9 Files for end of year duties.
- Prepare monthly bank reconciliations, resolve outstanding checks, returned items and all discrepancies reported, and process any journal entries needed.
- Generate system invoices for contractual payments and miscellaneous transactions and mail invoices as needed; track all departments Accounts Receivable payments to the Town; create service charge invoices on past due accounts and assist with past due collections.
- Understand system generated financial reports and processing options; run reports and/or export data, as needed; create and/or update excel spreadsheets used in financial reporting and analysis.
- File/Maintain digital records in compliance with the Document Retention Policy.
- Support the Town Administrator/Treasurer and other department staff by researching budget variances, assisting with documenting policies and procedures, copying invoices and supporting documentation for grant administration and/or special projects, researching financial records, drafting correspondence, and other duties as assigned.



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KNOWLEDGE, SKILLS, AND ABILITIES:

- Skill and ability to keyboard efficiently and accurately while using a computer.
- Possesses the knowledge and skills in basic bookkeeping and accounting.
- Basic Understanding of GAAP and GASB and possess a basic understanding of internal controls.
- Proficiency with accounting software packages (or similar applications), the Town uses Caselle as its ERP and knowledge of Caselle is a plus; proficiency with Excel, Word, and internet applications such as iWorq (or similar applications) are a plus.
- Self-directed, detail-oriented professional that works efficiently and independently, but also collaborates with co-workers.
- Ability to solve problems independently, make sound decisions, and learn new software systems.
- Knowledge, skill, and ability to compose and format business letters, and generate financial reports.
- Knowledgeable and able to communicate with the public in a friendly, helpful, and professional manner.
- Must be able to effectively switch between account and administrative work and serving customers as needed.

EDUCATION AND EXPERIENCE:

Required Minimum Qualifications:

- High school diploma or GED; supplemented by a minimum of four years' experience or training involving bookkeeping, accounting, or similar experience such as medical coding; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must pass a background investigation, including a credit history check. Must be able to obtain and maintain all required certifications.
- Must possess and maintain a valid Colorado driver's license.

Preferred Qualifications:

- Bachelor's degree in accounting, finance, economics, public administration, business, public health, or similar concentration, supplemented by two years of experience in governmental fund accounting, non-profit accounting, or professional accounting.



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WORK ENVIRONMENT:

Physical Ability: Generally, work is sedentary at a desk, exerting up to 10 pounds to lift, carry, push, pull, or move objects. May require moderate lifting of 15-45 pounds under some circumstances (file boxes needed for audits). Other duties include filing, resulting in reaching, bending, and standing. Extensive typing and data entry requires use of fingers and wrists for long periods of time near a computer screen. Job requires reading, writing, keyboarding, hearing, verbal communication, and visually observing situations.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Requires working closely with others in a closed office setting, working with office machinery and software (HR, Accounting and Payroll Software on computers, printers, scanners, photocopiers, and phones), and exposure to noise. Exposure to a variety of weather conditions and temperatures, and slippery/uneven surfaces. Interaction with the general public is expected. The position requires both working alone and as a member of a team.

DISCLAIMER: The above information in this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this job.

HOW TO APPLY:

Submit a cover letter, resume, and completed Paonia Employment Application. It is acceptable to write, "See Resume" in the Education, Employment Experience, Special Skills and Qualifications, and References sections, of the Employment Application, as long as all requested information is readily available in the resume. It is important that the Applicant's statement is signed either with a 'wet' signature or a digital signature prior to submission. Completed application packages may be dropped off in person to the Town Hall (214 Grand Ave. Paonia, CO 81428) or by emailing Paonia@TownofPaonia.com, with a subject line: [Position Application], [Name].

For Office Use Only

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