



ACCOUNTING CLERK: PT (25 hours per week) non-exempt position. Salary Range 17 (62.5%) \$2,137.49 – 2,598.14 mo. + excellent benefits. Under supervision of Finance Director, supports the Finance Department Staff in utility billing, accounts receivable, accounts payable and cash receipting. Researches, tracks and resolves accounting problems, records transactions and reconciles to the general ledger. Processes purchase orders, miscellaneous accounts receivable and transient room tax. Maintains vendor information, lease records and reconciles bank and credit card statements. Prepares monthly journal entries, Assists other department staff with general office and clerical duties and answers phones and assists customers. **REQUIRES:** Graduation from high school, GED, or equivalent and at least three years of work experience including the use of computer programs such as Word, Excel, Publisher and Outlook. Must have basic knowledge of accounting principals and theory, organizational, verbal and written communications skills. Ability to appropriately use ten-key calculator by touch and other office equipment. Requires excellent customer service skills. Full Charge Bookkeeping experience a plus. This position is represented by the American Federation of State and Municipal Employees. Cover Letter, Resume, City Application and Supplemental Questions are required. Knowledge and skill testing required if selected for interview. For application packet contact City of Warrenton, PO Box 250, or 225 S. Main Ave., Warrenton, OR 97146, or visit www.ci.warrenton.or.us/jobs. Open until filled. EOE



City of Warrenton

Position Description

Position: Accounting Clerk	
Department/Site: Finance	FLSA: Non-Exempt - 62.5 FTE (25 hrs. per week)
Evaluated by: Finance Director	Salary Range: 17

Summary

Under supervision of the Finance Director, performs a wide variety of responsible clerical and technical accounting functions involved in performing financial record keeping and reporting duties in support of assigned accounting system, function or program area including in the areas of utility billing, accounts receivable, accounts payable, payroll, revenue collection and cash receipting. Provides information and assistance to the general public and City departments; maintains files and records; and provides support to other Finance Department staff.

Essential Duties and Responsibilities

- Record transactions and reconcile balances to the General Ledger
- Research, track and resolve accounting problems
- Compile data and prepare a variety of reports and documents
- Process miscellaneous accounts receivable
- Process purchase orders, contracts and invoices for payment
- Maintain records for leases and special assessments
- Maintain transient room tax and other use tax accounts
- Reconcile bank and credit card accounts
- Prepare and enter journal entries
- Utilize computer systems and accounting software
- Contact businesses and individuals with delinquent accounts through phone calls, letters or email
- Update and maintain accounting spreadsheets
- Answer phones and help customers at the front counter with utility and other city business.

Other Duties

Backup for Accounting Technician for utility billing when absent.
Assist other department staff with general office and clerical duties and special projects when assigned.
Assist with audit workpapers and budget preparation.
Other duties of a similar complexity and responsibility which may be assigned to this position.

Minimum Qualifications

- Graduation from High School, GED, or equivalent.
- At least three years of work experience in accounting.
- Knowledge of computer application such as Word, Excel, Publisher and Outlook as well as financial and statistical software.
- Basic knowledge of accounting principles and theory, financial record keeping and reporting and methods and techniques of coding, verifying, balancing, and reconciling accounting records.
- Ability to perform basic and technical accounting functions with speed, accuracy and minimal supervision
- Organizational, verbal and written communication skills
- Ability to use a ten-key calculator by touch and other office equipment.
- Ability to understand and apply pertinent laws, codes, and regulations as well as organization and department rules, policies, and procedures with good judgement.
- Ability to deal successfully with the public, in person and over the telephone; respond tactfully, clearly, concisely, and courteously to issues, concerns, and needs.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work, including staff, vendors and citizens.

Licenses, Certificates, and other Requirements:

None

Desirable Qualifications:

College class work in accounting or Associate's Degree in Accounting
Previous municipal accounting experience or knowledge of fund accounting

Physical and Mental Demands:

Work is performed in an office environment requiring periods of sitting with attention to a computer keyboard and video display; light lifting (20-25 lbs) or reaching for files is required. Accuracy in recording information is required. Frequent interruptions of work may be experienced as customers seek information in person or by phone or by changing priorities in the office. Can be stressful when dealing with angry or unhappy customers.

City of Warrenton

Application for Employment

An Affirmative Action, Equal Opportunity, Employer



Applicant Information

Full Name: _____ Date: _____
 Last *First* *M.I.*

Address: _____
 Street Address *Apartment/Unit #*

 City *State* *ZIP Code*

Mailing Address: _____

 Address *Apartment/Unit #*

 City *State* *ZIP Code*

Phone: () _____ Alternate Phone: () _____

Email Address: _____ Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been a City of Warrenton employee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?	_____	
Are you now a City of Warrenton employee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Dept.	_____	
Do you have relatives employed by the City of Warrenton?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, indicate name, relationship, dept.	_____	
Do you possess a valid driver's license	YES <input type="checkbox"/>	NO <input type="checkbox"/>	State:	_____	
Class:			Endorsement:	_____	

(A valid driver's license is required only when stated on the job announcement.)

Office Skills

Typing Speed (wpm) : _____ Can you operate a computer? Yes ____ No ____

Do you speak a language other than English? YES ☐ NO ☐ If so, what language? _____

Computer Operation

Describe your computer operation skills, including programs used: _____

Equipment Operation

Describe your equipment operation skills related to the job for which you are applying: _____

**Education**

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

High School Equivalency? YES ☐ NO ☐ School: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Licenses and Certificates

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

EMPLOYMENT HISTORY: Begin with your present or most recent job. List all jobs separately including on-the-job training, and volunteer work. Please be sure you completely describe in the section below the duties you performed which demonstrate that you are qualified to perform the duties for which you are applying. If in doubt about listing a particular job, it may be to your advantage to list it. Additional pages or a resume may be attached, but all statements on the application must be completed. Incomplete applications may result in disqualification. A resume does not substitute for an application. If a supplemental questionnaire is required, it must accompany this application.

Employment History

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

**Employment History continued**

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES ☐ NO ☐

Military Service

Branch: _____ From: _____ To: _____
Rank at Discharge: _____ Type of Discharge: _____
If other than honorable, explain: _____

Disclaimer and Signature

IMPORTANT: Employment with the City of Warrenton may require transfer to different shifts or work location. In accepting employment with the City you are consenting to such transfers. Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (Copy 4). This completed form and required supporting documentation must be submitted with your application for consideration for Veterans' Preference.

Qualified Veteran Questions: *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

ORS 408.225(f) - I served on active duty with the Armed Forces of the United States:

- ☐ For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- ☐ For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- ☐ For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-related disability
- ☐ For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- ☐ For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- ☐ And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- ☐ And receiving a nonservice — connected pension from the United States Department of Veterans Affairs

Qualified Disabled Veteran Questions: *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD-214 or 215 (Copy 4), and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- ☐ I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- ☐ I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- ☐ I was awarded the Purple Heart for wounds received in combat

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: _____

Date: _____

Position Applied For: _____

This form and supporting documentation must be received City of Warrenton no later than the closing time and date of the job posting. If you have any specific questions, please contact the hiring department.

(503) 861-0823 or cityrecorder@ci.warrenton.or.us

Supplemental Questions

City of Warrenton
July 5, 2022 Posting

Accounting Clerk

Supplemental questions must be completed and submitted with application and resume.

1. Describe your skills and experience working in a team-oriented professional office setting.
2. Describe your computer and technology skills, including any office software you have experience with.
3. Describe your work ethic.
4. Describe what particularly interests you about this position and working for the City of Warrenton.
5. Describe how well you work under pressure and with deadlines.
6. Please describe your understanding of customer service.