



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: ACCOUNTING CLERK

BARGAINING UNIT: CIV MANAGEMENT

CODE NUMBER: 0575

PAY RANGE CODE: 9.1 MC

REVISION DATE: 2/4/16

NATURE OF WORK:

This is work involving the performance of specialized duties relating to accounting, purchasing, or fiscal operations. Work includes processing purchase orders, assisting in budget preparations, processing travel expenses, and assisting in other office administration duties. An incumbent in this position exercises considerable independence in the performance of duties and responsibilities and receives general guidance from a superior.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Reviews and processes payment for all approved departmental bills and expenses. Maintains records of all payments, notifying the Vice President - Operations of any discrepancies or unusual expenses.

Prepares and processes purchase requisitions for departmental purchases.

Records daily revenue transactions and processes deposits accordingly.

Manages office petty cash account.

Processes all travel expenses from approval to payment.

Reconciles all documentation for all reimbursement requests. Categorizes expenses to the appropriate accounts to ensure accurate tracking.

Maintains information and data necessary for annual budget preparation. Assists with preparation of budgetary information.

Develops, creates, and writes Resolutions and Ordinances to be brought before the Mayor/City Council, coordinating all approvals with the Finance Department, Law Department, City Council, and Mayor's Office.

Maintains awareness of all contractual responsibilities and processes payments accordingly.

Assists in the administration and monitoring of departmental grants, notifying the Vice President - Operations of requirements and deadlines.

Assures that an adequate supply of office supplies and inventory are maintained.

Assists with duties in the front office or reception area as necessary.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of business, bookkeeping, and accounting skills, procedures, methods, and practices.

Knowledge of industry standard purchasing and bookkeeping systems.

Knowledge of departmental policies, procedures, and regulations.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to make decisions on the basis of City rules and regulations.

Ability to operate standard office equipment.

Ability to organize, compile, and maintain accurate departmental records.

Ability to prepare clear, concise, and accurate reports.

Ability to perform basic mathematical computations to include addition, subtraction, multiplication, and division.

Ability to travel independently to domestic and international destinations via commercial airlines.

Ability to view computer screens and printouts.

Ability to communicate effectively, orally and in writing.

Ability to maintain confidentiality.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to establish and maintain effective working relationships with fellow employees, members of the tourism industry, and members of the general public.

Ability to prioritize and manage multiple projects and responsibilities while meeting stringent deadlines.

Ability to sit from 76 to 100% of the time, to stand and walk from 26 to 50% of the time, and reach, bend, stoop, push, and pull up to 25% of the time.

Ability to use up to thirty (30) pounds of force up to 25% of the time to move objects.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's Degree in Business Administration, Finance, or related field

AND

One (1) year of experience in business administration, finance, or related field.

SPECIAL REQUIREMENTS:

Must possess a valid motor vehicle operator's license from the time of appointment.

Must be available to work flexible hours, weekends, and holidays.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noises.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Telephone

Calculator
Facsimile Machine

Copier
Printer

Previous Revision Date(s):