



## POSITION DESCRIPTION

<b>Title:</b> Accounts Payable-PRSA Clerk		<b>Department:</b> Finance
<b>Affiliation:</b> Teamsters Local Union No. 760		<b>Reports to:</b> Finance Director
<b>Exempt:</b> <b>Non-Exempt:</b> x	<b>Regular Driver:</b>	<b>Supervises/Directs:</b>
<b>Job Class:</b>	<b>Risk Class:</b>	<b>Salary Range:</b> \$5,006-\$5,638

### DESCRIPTION:

The Accounts Payable-PRSA Clerk is primarily responsible for performing complex clerical, technical and administrative support functions of broad scope and significance. The position acts as a liaison between the City and stakeholders to respond to questions and provide information on the Upper Valley Park & Recreation Service Area (PRSA) Board and Board initiatives. The position works from general direction and is expected to perform duties with substantial independent judgment, discretion, and action. This position is responsible for ordering city office supplies, processing accounts payables, receivables, and related excise tax and 1099 reporting for the City as well as seasonal support to the Pool operations for cash reconciliations and purchasing. Assist the other front office staff with answering phones and/or directing citizen and visitor questions to the appropriate staff.

**ESSENTIAL JOB FUNCTIONS:** *(Any one position may not include all the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)*

Responsible for preparation of PRSA agenda items and packet assembly and distribution. Upload documents to the City's website. Coordinate with appropriate staff for posting on the City's social media, public relations and communication responses, articles, press releases and/or brochures. Provide clerical and administrative support to the PRSA Board and Pool Manager as assigned, including but not limited to, purchasing, coordinating activities, scheduling meetings, preparing minutes and resolutions, and completing the annual budget and reporting requirements for a Special Purpose District to the State Auditor's Office. Clerk PRSA meetings and assist the PRSA Board with administrative needs.

Compose and prepare correspondence and memoranda, based on limited content description or information; conduct secondary research on special projects as required.

With support from the Finance Director, research funding opportunities for the PRSA, including grant preparation, related contracts and agreements from acquisition, retention to destruction.

Utilize the accounts Payable/Receivable system to process invoices; codes for proper department identification; inputs data for voucher preparation following payment approval of department director; processes vouchers for printing of checks; submits checks to vendors; monitors accounts for 1099 compliance; prepares 1099s at year end. Prepare tax reports for payment. Assist with journal entries.

Back-up for daily reconciliation of receipts, processing payments, and corresponding reports.



Assist with front desk, reception, or customer service duties. Provide administrative information by meeting with citizens, employees, and community groups to discuss, explain, or interpret various issues, policies and procedures, specific municipal codes, programs and actions.

Regular, reliable, and punctual attendance. Other duties as assigned.

**Knowledge of:**

- MS Office Suite

**Skill in:**

- Cash-handling
- Computerized invoicing or bookkeeping software.
- Cash basis accounting and BIAS

**Ability to:**

- Use Adobe Pro VI, including text recognition.
- Code and post revenues to appropriate general ledger and utility billing systems.
- Proficiently operate standard office equipment such as a computer, printer, calculator, photocopier, postage, and fax machines.
- Provide excellent customer service, handle stressful situations using professionalism.
- Prepare general correspondence and other documents from verbal instruction, and proofread own and others' work.
- Coordinate multiple projects concurrently, write, edit and design communication materials.
- Maintain confidential information involving personnel actions, contract negotiations, and other sensitive material.

**OTHER JOB DUTIES:**

- May be required to obtain additional education as required to conduct business functions.
- May require occasionally working through lunch meetings, attending morning and evening meetings outside regular City Hall hours. No weekend work is anticipated.

**MINIMUM QUALIFICATIONS:** *(Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job may be considered.)*

- High School Diploma or equivalent.
- Two (2) years' experience using a computerized invoicing system or other bookkeeping software.

**PREFERRED QUALIFICATIONS:**

- Associate's or Bachelor's Degree in finance or public administration or relations.
- Cash Basis Accounting and BIAS (also known as Springbrook Express) software experience.
- 3 - 5 years of experience in positions with primary duties involving providing excellent customer service skills, cash handling, invoicing/billing, assisting boards and taking minutes, and providing grant and clerical support.

**LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:**

Valid Washington State driver's license



**WORKING CONDITIONS:** *(The physical demands described are representative of the those that must be met by the employee to successfully perform the essential functions of this job. The City of Leavenworth provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)*

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed in a busy office oriented to public service, and subject to constant work interruptions. Employees may work under the stress of continual public and/or inter-departmental contact and pressure to meet timelines. The noise level in the work environment is usually moderate.

While performing the duties of this job, the employee is required to move and remain stationary for extended periods of time. Must be able to communicate verbally and in writing. The employee frequently is required to use tools or controls and reach items.

The employee must occasionally move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.