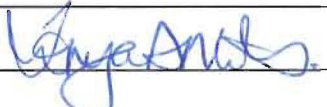
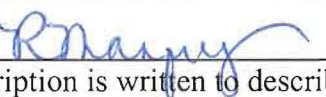


# CITY OF UNALASKA

## Position Description

|   |   |
|---|---|
| Job Class: <b>Non-exempt</b>  | Job Title: <b>Accounting Assistant I - AP</b> |
| Supervisor: <b>Finance Director</b>   | Department: <b>Finance</b>                    |
| Wage Grade: <b>6</b>  | Full Time/Part Time: <b>Full Time</b>         |
| Probationary Period: <b>6 Months</b>  | Union: <b>IUOE Local 302</b>                  |
| DEPARTMENT REVIEW   |   |
| Submitted By:  | Date: <b>1/24/08</b>                          |
| Reviewed By:  | Date:   |
| HR Approval:   | Date: <b>1/24/08</b>                          |

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

### SELECTION GUIDELINES

**Formal application, rating of education and experience; oral interview, successful completion of pre-employment drug screening, and reference/background check.**

**The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.**

**This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

When was the last time this position description was updated? Date: **01-2008**

What is the overall purpose and objective of this position (why does this position exist)?

**The person in this position is responsible for processing vendor invoices and preparing checks for payment. All communication with City Departments as well as with Vendors relating to statements, invoices, and payments is handled by the person in this position.**

Explain the level of supervision received: **Receives direct supervision from the Senior Accountant.**

Explain the level of supervision this position exercises: **None**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

List the major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility of or the main functions of the job.

- 1. Review and sort invoices and credit memos by appropriate voucher method. Distribute invoices for voucher approval. Review approved vouchers and support documents to determine if further processing is required.**
- 2. Enter voucher and credit memo information for completed vouchers and support documents into computer system. Select vouchers to be paid and print checks as scheduled.**
- 3. Reconcile vendor statements with payment history, coordinate the resolution of past due amounts.**
- 4. Resolve problems and answer questions from vendors and departments regarding payment history and status.**
- 5. Organize and maintain files for check copies and support documents.**
- 6. Maintain W-9 files. Review payments for services and prepare 1099's and report.**
- 7. Maintain vendor data information (payment address).**
- 8. Other related duties as assigned.**

Does this position have access to confidential information? Yes **X** No        If yes, please provide detail.

- **IRS levy's**
- **payroll deduction payments for child support**
- **attorney bills**

Does this position have access to or handle City funds? Yes **X** No        If yes, please provide detail. **Blank checks maintained by this position. Prints checks and then passes them to another position for further processing. Approximately \$40 million distributed annually through check writing process.**

Is it important to this position that the incumbent be able to communicate fluently in English? Yes **X** No        If yes, please explain. **Communicates on the phone with vendors, other departments and coworkers. Must be able to read and understand invoices and statements.**

What are the minimum qualifications necessary for this position?

Education and Experience:

- **High School Diploma or GED.**

- **One year of office experience.**
- **Successful completion of one college level accounting class.**
- **Other combinations of education or experience that could provide the knowledge, skills and abilities listed will be evaluated on an individual basis.**

What are the preferred qualifications for this position?

- **One year experience preferably in an accounts payable position.**

List the necessary knowledge, skills, necessary training, and abilities to qualify for this position.

- **Ability to learn purchasing and payment policy and procedures.**
- **Ability to learn the difference between accrual and cash basis of accounting.**
- **Ability to learn IRS regulations relating to payments for services (Form 1099).**
- **Ability to establish and maintain productive working relationships with City of Unalaska elected and appointed officials and staff, the public vendors, and agencies.**
- **Ability to maintain professionalism under pressure, to manage simultaneous tasks and projects, and to meet multiple deadlines.**
- **Basic knowledge of bookkeeping terminology and practices, office procedures, general record keeping and filing systems.**
- **Ability to learn policy and procedures.**

List any required technical skills (typing, computer skills, diesel mechanics, etc.):

- **Ability to learn computers and electronic data processing and transmission.**
- **Basic knowledge of office practices, procedures, and general office equipment.**
- **Basic knowledge of general record keeping and filing systems.**
- **Must be proficient in a Windows Environment, including word processing, spreadsheet, and database software.**
- **Knowledge of basic math.**
- **Proficient at data entry.**
- **Familiarity with multi-line phone system.**

Check any of the following factors that are important to successful performance in this position:

|                      |                                     |                      |                                     |
|----------------------|-------------------------------------|----------------------|-------------------------------------|
| Problem Solving      | <input checked="" type="checkbox"/> | Bilingual            | <input type="checkbox"/>            |
| Analytical Ability   | <input checked="" type="checkbox"/> | Interpersonal Skills | <input checked="" type="checkbox"/> |
| Communication Skills | <input checked="" type="checkbox"/> | Dexterity            | <input checked="" type="checkbox"/> |

Describe the requirements of this position which make these factors important:

**Resolving problems and answering questions from vendors and departments regarding payment history and status. Data input.**

## **LEGAL REQUIREMENTS**

Are there any local, State, or Federal training, certification(s), or standards required for this

position? If so, please provide detail: **As a condition of employment this position is required to successfully complete a drug test prior to beginning work.**

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? If so, please provide detail: **All required certifications or licenses must remain current for the duration of employment.**

### WORKING CONDITIONS

Are there particular working conditions associated with this position which should be noted(i.e., working environment, hours of work, travel, work space, inclement weather, etc.)?

Yes \_\_\_\_ No **X** If yes, please explain: **Working conditions are consistent with a normal office environment.**

### ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply.

Describe job responsibilities which require physical demands checked.

- |             |                                     |              |   |
|-------------|-------------------------------------|--------------|---|
| 6. Strength |                                     |              |   |
| a. Standing | <input checked="" type="checkbox"/> | 5 % of time  | <b>making copies, sending faxes and mailing</b> |
| Walking     | <input checked="" type="checkbox"/> | 5% of time   | <b>making copies, sending faxes and mailing</b> |
| Sitting     | <input checked="" type="checkbox"/> | 90 % of time | <b>data entry, reviewing mail</b>               |
| b. Lifting  | <input checked="" type="checkbox"/> | 40 lbs.      | <b>paper boxes, archive boxes</b>               |
| Carrying    | <input checked="" type="checkbox"/> | 40 lbs.      | <b>paper boxes, archive boxes</b>               |
| Pushing     | <input type="checkbox"/>            | lbs.         |   |
| Pulling     | <input type="checkbox"/>            | lbs.         |   |
| 2. Climbing | <input checked="" type="checkbox"/> |              | <b>retrieving archive boxes</b>                 |
| Balancing   | <input type="checkbox"/>            |              |   |
| 3. Reaching | <input checked="" type="checkbox"/> |              | <b>retrieving archive boxes</b>                 |
| Handling    | <input type="checkbox"/>            |              |   |
| 4. Stooping | <input checked="" type="checkbox"/> |              | <b>filing</b>                                   |
| Kneeling    | <input checked="" type="checkbox"/> |              | <b>filing</b>                                   |
| Crouching   | <input type="checkbox"/>            |              |   |
| Crawling    | <input type="checkbox"/>            |              |   |
| 5. Speaking | <input checked="" type="checkbox"/> |              | <b>with vendors and other departments</b>       |
| Hearing     | <input checked="" type="checkbox"/> |              | <b>with vendors and other departments</b>       |
| 6. Seeing   | <input checked="" type="checkbox"/> |              | <b>reading documents and computer screens</b>   |

Depth Perception ☐  
Color Vision ☐

### **HISTORY SUMMARY**

January 8, 1996 – Oldest original on file.

March 06, 2000 – Reviewed and signed; no changes were made.

July, 2003 – Put in new format. Included probationary period and changed union status.  
Included “Selection Guidelines.” Included standard language.

May 16, 2007 – Revised job description to reflect Finance Director as direct supervisor.

January 24, 2008 – Revised job description to reflect Senior Accountant as direct supervisor.