



JOB TITLE: Bookkeeper/HR Clerk
SUPERVISOR: City Administrator

PURPOSE OF JOB

The person is responsible for all aspects of bookkeeping for the City of San Elizario including payroll, accounts receivable, accounts payable, recording of purchase orders and receipts, fiscal controls, implementing benefits administration and any other related duties as assigned.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the job if the work is similar, related, or a logical assignment for this job. Other duties may be required and assigned.

- Keeps all books and records as required under governmental accounting, auditing, and financial reporting standards. Responsible for maintaining the General Ledger accounting module, including reconciling all general ledger accounts, maintaining general ledger journal entries, balance sheets, trial balances, chart of accounts, funds and fund descriptions.
- Posting of cash receipts and coordinating disbursements and appropriate reports.
- Responsible for preparing for and providing all records necessary for the annual or special audits.
- Assists in the establishment and maintenance a system of internal controls to ensure adequate checks and balances, separation of duties, transparency, and security of municipal assets.
- Develops monthly year-to-date reports and other financial reports to keep the city administrator, department heads and elected boards up-to-date on the budget status. Prepares other financial reports as necessary to ensure municipal officials are fully aware of their municipal finances.
- Manages the accounting software system.
- Ensures disbursement orders are prepared on a timely basis.
- Responsible for providing oversight of processing employees into and out of City employment. Additionally, provides assistance to the city administrator in the development of employee benefits.
- Ensures that timely and accurate filings are made with government agencies. This includes, but is not limited to, quarterly payroll tax returns and annual W-2's and 1099's.
- Works closely with Utility Billing/Tax Clerk to ensure accurate billing and account maintenance.

Minimum Qualifications

A minimum of five years of experience performing computer automated accounting, budgeting, and other financially related analytical tasks. A working knowledge of GAAP and GASB standards is beneficial. A degree in Accounting, Finance, Business or a closely related field or equivalent combination of education, training, and experience which provides the requisite knowledge, skills and ability for this job will be considered.

Specialized Technical Skills:

Knowledge of computer hardware and software, specifically QuickBooks, Microsoft Word, Excel and Outlook is required. Experience and knowledge of accounting software packages that include payroll, accounts payable, accounts receivable and general ledger is a must.