



**TOWN OF BUENA VISTA**  
**Job Title:**  
**Finance Clerk**

Department: Finance	Pay Grade: 3
Reports to: Treasurer / Finance Director	Wage Range: \$17.38 - \$26.34 per hour
Work Location: Town Hall	Origination Date: 04/20/2009
FLSA Status: Nonexempt	Revision Date: 04/18/2022
Part Time: 25 – 30 hours per week	Approved By: Phillip Puckett

**JOB SUMMARY**

Responsible for all aspects of the accounts payable process, credit card reconciliation and fixed asset records for the Town of Buena Vista utilizing financial software. Also, will serve as back-up for the Deputy Treasurer.

**JOB DUTIES**

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Buena Vista reserves the right to modify or change the duties or essential and additional functions of the job at any time.

- Review invoices received in the daily mail, U.S. Postal and email, and distribute to the appropriate person or department for approval and coding.
- Utilize Excel spreadsheets to maintain various accounting records and backup documentation for expense allocation to various Town accounts.
- Utilize financial software to look up vendor information, enter accounts payable invoices and issue payment checks.
- Maintain paper filing systems for accounts payable records and invoices.
- Answer questions from vendors and Town staff regarding payments for invoices.
- Prepare schedules for financial reporting.
- Complete monthly credit card reconciliation, including sending statements to credit card holders, checking receipts, entering information into the CSV file and uploading to financial software.
- Maintain fixed asset records and prepare reports as needed.
- Reconcile ledger balances to detail journals, make general journal entries, and prepare reports.
- Learn the payroll process to provide backup for the Deputy Treasurer.
- Assist with any other work done by the Finance Department as requested.

**SUPERVISORY RESPONSIBILITIES**

- None

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

- Basic bookkeeping and financial transactions.
- MS Office and databases (Word, Excel and Access).
- Familiarity with financial regulations, i.e. Generally Accepted Accounting Principles (GAAP) is a plus.

### **Skills and Ability to:**

- Research IRS regulations, insurance regulations, employment law, and municipal codes.
- Adapt to changing conditions and requirements.
- Meet customer needs with courtesy and efficiency.
- Handle multiple demands, meet deadlines, and maintain composure and sense of humor.
- Be detail oriented with ability to focus on task at hand.
- Quickly learn and master new computer software.
- Excellent time management to set priorities and complete work on time.

## **EDUCATION AND EXPERIENCE**

- **Education/Training:**
  - At least 3 years of increasing responsibility maintaining computerized accounting records including accounts payable, accounts receivable and general ledger.
  - High school diploma or GED.
  - Bachelor's degree in finance, accounting, or similar is a plus but not required.
- **License or Certificates:** CPA certification is a plus but not required.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the functions of the job. Work involves walking, talking, hearing, using hands to handle, feel, or operate objects, tools, or paper, and reaching with hands and arms.

- **Environment:** Most duties of this position are performed in an office environment and involve sitting at a computer for extended periods.
- **Physical:** Frequent sitting, standing, step climbing, and walking. Employee must be capable of lifting 20 pounds. May require climbing, balancing, bending, stooping, kneeling, and/or crouching.
- **Vision:** The employee must have good close, distance, and peripheral vision, as well as depth perception and the ability to adjust focus.
- **Hearing:** The employee must be able to talk and hear in order to communicate information and maintain awareness of the environment. Employee must be able to use a telephone.

**ACKNOWLEDGEMENT**

By signing below, you are acknowledging that you are in receipt of this job description:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name