

**City of Washington**

**JOB OPENING DATE: January 27, 2024**

**JOB TITLE: Accounting Clerk**

**PAY:** Depends on qualifications

**DEPARTMENT:** Administration, City of Washington

**JOB SUMMARY:**

Performs a variety of general accounting/bookkeeping functions such as preparing journal entries, balancing accounts, calculating data, posting financial data, reconciling reports, researching financial discrepancies, correcting errors, maintaining financial records, and other accounting functions. Reports to the Finance Director.

**ESSENTIAL DUTIES:**

- Record day-to-day transactions and manage accounting records using the city's enterprise records software (MCSJ/Edmunds GovTech).
- Reconcile bank and credit card accounts monthly.
- Perform accounting processes including journal entries, allocations, account reconciliations and general ledger transactions.
- Assist with the preparation of monthly financial and budget reports.
- Assist with annual budget process.
- Prepare financial reports to accompany grant proposals and other related reporting as needed.
- Track grant expenditures and reimbursements.
- Assisting with Sales & Use Tax Audits.
- Back up for processes daily deposits.
- Assist Finance Director.
- Prepare required payroll reports.
- Maintain and file payroll documents after the bi-weekly payroll process is completed.
- Verify payroll previews bi-weekly against previous payroll registers.
- Process bi-weekly payroll journal entries.
- Perform other duties as assigned.

**EDUCATION AND EXPERIENCE:**

The preferred candidate will possess an associate degree in a related field and/or have three years accounts payable, accounts receivable and payroll experience. The candidate must possess a strong working knowledge of accounting and its functions in an electronic environment.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Basic computer skills and word processing.
- Good mathematical skills.
- Experience with spreadsheets and automated accounting systems.
- Ability to sort, check, count, and verify numbers with attention to detail.
- Ability to multi-task, prioritize and work efficiently.
- Ability to listen, communicate, and follow-up effectively with all staffing levels and customers.
- Excellent grammar, spelling and proof-reading skills.

- Ability to work independently and to energetically approach tasks assigned.
- Ability to perform at high levels in a fast-paced work environment.
- Ability to anticipate work needs and follow through with minimum direction.

**BENEFITS:**

- Competitive pay based on qualifications
- Matching 401(a) and 457(b); vested at 5 yrs.
- Employer-provided health insurance
- 10 paid city holidays
- Accrued vacation & sick leave
- Flex Time

**TO APPLY:**

Submit application online at [www.wga.gov](http://www.wga.gov). The City of Washington has an immediate opening for employment. The position will remain posted until filled. For more information about this position, please contact Kathy Boutry at [kboutry@wga.gov](mailto:kboutry@wga.gov).