



Job Opportunity
Accounting Clerk

Salary Range \$37,609 -\$44,906 D.O.E Plus Excellent Benefits

Accounting Clerk Position

Perform a variety of finance, and secretarial tasks in support of City Staff, including assist in payroll processing, accounts receivable and cash receipts, and accounts payable.

Complete job descriptions, requirements and applications may be picked up at Tillamook City Hall, 210 Laurel Avenue, Tillamook between 8:00 a.m. and 4:00 p.m., Monday-Friday, or go to www.tillamookor.gov for the announcement, job description and application. A resume is required. Questions: Call Human Resources at (503) 374-1828. Position recruitment will remain open until filled. EOE. Emailed applications are accepted at jchristensen@tillamookor.gov



JOB TITLE:	Accounting Clerk	FLSA:	Non-exempt
DEPARTMENT:	Finance Department	CLASSIFICATION:	Confidential
REPORTS TO:	Finance Director	SALARY GRADE:	
LOCATION:	City Hall 210 Laurel Ave. Tillamook, OR 97141	BENEFITS:	Eligible

PURPOSE OF POSITION:

The City of Tillamook takes great pride in working hard to fulfill its Mission Statement which is to, “Continue working for a safe, livable, and economically viable community that promotes managed growth while maintaining small-town values”.

Perform accounting tasks necessary to process accounts payable documents for payment. Prepare associated reports and filings. Perform other general accounting tasks associated with daily record keeping. Provide other assistance to the Finance Director as needed.

ESSENTIAL JOB FUNCTIONS: Provide a friendly and knowledgeable presence for the Accounts Payable division of the Finance Department. Use excellent customer service skills and good judgement when responding to in-person or telephone inquiries from internal customers and/or vendors regarding rules and procedures for accounts payable, troubleshooting and resolving problems regarding proper payment of accounts and/or providing status information regarding payments. Escalate matters as needed.

Gather, organize, and direct invoices to the correct department/supervisor for approval, signature, and budget assignment; process invoices/accounts payable.

Create purchase orders from approved requisitions. Verify that electronic documentation required by bid laws and/or City Policy have been completed and saved to the correct folder.

Maintain Vendor Master File in the Accounts Payable System. Obtain valid Taxpayer Identification Number from vendors.

Using accounting software to enter invoices, print checks, print general ledger, make copies of outgoing checks, and run various financial reports. Send out Accounts Payable check in a timely manner.

Perform various clerical accounting tasks associated with utility billing, accounts receivable (A/R), accounts payable (A/P)

Communicate with other departments, employees, vendors, and customers in a professional manner by phone or in person regarding assigned functions.

Review and resolve all aged outstanding invoices listed on statements received from vendors.

Handle City Hall money drawer, while balancing drawer each day, preparing bank deposit, and updating specified spreadsheets.

Collect, organize and direct invoices to the correct department of supervisor for approval; process invoices. Review invoice for appropriate GL coding. Correct as needed to ensure accuracy. Verify proper approvals for payment.

Open and sort mail, distributing to proper department. Process Payments and receivables for assigned accounts that were sent by mail.

Prepare and submit yearly 1099 reporting in accordance with federal and state regulations.

Handle all Business Registrations for the Fiscal year, including applications, money for registration, receipts, late fees when applicable, mailing, and follow-ups with businesses.

Prepare monthly accounts receivable (AR) invoices, late fees when applicable and follow-ups with businesses.

Maintain a variety of databases; input information and ensure that accounts balance; prepare routine periodic financial reports.

Order and maintain all office supplies for City Hall. Assist other departments with ordering office supplies.

Provide other assistance to Finance Director as needed.

Follow all safety rules and procedures for work areas. Correct and/or report unsafe conditions to appropriate personnel.

Other duties as needed or assigned

AUXILIARY JOB FUNCTIONS: Assist City Hall personnel as workload and staffing levels dictate. Serves as backup for Water Department. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Performs other tasks as assigned. Maintain work areas in a clean and orderly manner.

Title: Accounting Clerk

DATE: June 2021

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

JOB QUALIFICATION REQUIREMENTS: Knowledge of basic accounting principles, office procedures and practices, and use of office equipment, including word processing, excel spread sheets and data base applications software. Equivalent to high school graduation and two years experience in general office and two years experience in progressive accounting/payroll work. Any combination of education and experience that has provided the knowledge, skills and abilities necessary for the essential and auxiliary job functions. General knowledge of Mail machine, copy machine, faxing, and other various office machinery.

SPECIAL REQUIREMENTS/LICENSES: None.

DESIRABLE REQUIREMENTS: Knowledge of specific word processing, spreadsheet and Accounts payable software utilized within the organization. Post high school training in accounting practices. Experience with planning and permitting procedures.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position.

SUPERVISION RECEIVED: Works under the general supervision of the City Finance Director in coordination with the City Manager.

Title: Accounting Clerk

DATE: June 2021

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

City of Tillamook Application for Employment

Complete the entire application, or it will be deemed incomplete and may not be considered.

Position Applying For:	Name (Last, First, Middle):		Other names under which you have attended school or been employed:
Street Address:		City, State & Zip:	
Email Address:	Home Phone:	Work Phone:	Other Phone:
Are you eligible to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a Veteran of the US Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, attach DD214 for preference)	
Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If NO, what is your current age?	
Are you currently employed by the City of Tillamook?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, what is your current job title & department?	
Have you ever been employed by the City of Tillamook?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, dates of employment & reason for leaving:	
Are you related to any current City employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, their name & their relationship to you?	
If required for position, do you have a valid driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, State of issuance:	
If required for position, do you have a valid CDL?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, State of issuance:	
How did you learn about this employment opportunity at the City of Tillamook? Check all that apply: <input type="checkbox"/> Ad in newspaper/publication _____ (please note which) <input type="checkbox"/> Job Bulletin (Posting) <input type="checkbox"/> Walk-in <input type="checkbox"/> Dept. of Labor <input type="checkbox"/> Website _____ (please note which) <input type="checkbox"/> Referral by employee <input type="checkbox"/> Other:			

SKILLS

Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, or expert).

HR USE ONLY: Date Received: _____ Initials: _____

EDUCATION

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			

WORK EXPERIENCE

Please detail your work history for the past 10-15 years. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment within the requested time period may be considered falsification of information. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume."

PLEASE NOTE: The City of Tillamook reserves the right to contact all current and former employers for reference information.

Dates Employed (most recent position) From: To:		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Organization Name and Address:			
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:		Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:			Reason for Leaving:



Dates Employed (most recent position) From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Organization Name and Address:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

Dates Employed (most recent position) From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Organization Name and Address:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

Dates Employed (most recent position) From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Organization Name and Address:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

Attach additional copies of this sheet if necessary.



Professional Reference

1. Name: _____ Years known: _____

Email address: _____

Phone number: _____

2. Name: _____ Years known: _____

Email address: _____

Phone number: _____

3. Name: _____ Years known: _____

Email address: _____

Phone number: _____

Personal References

1. Name: _____ Years known: _____

Email address: _____

Phone number: _____

2. Name: _____ Years known: _____

Email address: _____

Phone number: _____

3. Name: _____ Years known: _____

Email address: _____

Phone number: _____



PLEASE READ CAREFULLY, INITIAL EACH ITEM AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION:

- I certify that the information on this application and its supporting documentation is accurate and complete.
- I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date.
- I authorize the City of Tillamook to investigate, without liability, all statements contained in this application and supporting materials.
- I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment.
- If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment.
- I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment.
- I understand that staff employees of the City of Tillamook serve at-will, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law.
- If employed, I will be required to furnish proof of eligibility to work in the United States, and to comply with company and departmental regulations.
- I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. If employed on a regular, benefits-eligible basis, I understand that I would be required to make mandatory contributions to PERS (Retirement System) or to an optional retirement program, if applicable.
- I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice.
- I understand that the first SIX MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

Applicant Signature: _____ Date: _____



VOLUNTARY SUPPLEMENTAL INFORMATION:

In accordance with Federal Guidelines for Equal Opportunity Employment, the City of Tillamook is required to keep records on employee's demographic information. Submission of this portion of the application is *completely voluntary* and will not affect your consideration for employment purposes.

SEX: ☐ MALE ☐ FEMALE

Date of Birth _____(mm/dd/yyyy)

RACIAL ORIGIN:

☐ White (not of Hispanic origin)
☐ Asian or Pacific Islanders

☐ Hispanic ☐ Black (not of Hispanic origin)
☐ American Indian or Alaska Native

