

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: JULY 9, 2014**  
**CLOSING DATE: JULY 22, 2014**

**DEPARTMENT:** Public Works Administration

**POSITION:** Senior Accounting Clerk

**LOCATION:** Globe

**JOB CODE:** 14-051

**ANNUAL SALARY:** \$22,887.00-\$31,470.00

### PURPOSE OF THE JOB

The purpose of this position is to assist the Public Works Department in bookkeeping, clerical and receptionist duties.

This position monitors accounts payable invoices, maintains data, runs reports, verifies revenue received, coordinates with Public Works department staff, and monitors major projects in order to capture and track all project costs within the budgets. This position will also act as receptionist for Public Works and assist the Engineering Department with agenda items and public notices.

### SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Submits accounts payable invoices, credit card statements, time sheets and general journals.	30%
• Maintains project files and reports according to contracts and files information.	20%
• Receptionist / clerk for the Public Works Departments in the Public Works Administration building.	15%
• Reconciles project and departments payables and receivables with General Ledger.	10%
• Assists in writing projects scope of work for bids and may assist other departments.	10%
• Writes public notices, agenda items, letters, and memorandums with direction of Administrative staff.	10%
• Performs other duties as assigned.	5%

### BUDGET RESPONSIBILITIES

Provides clerical support on departmental and project level budget.

### PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

### ORAL COMMUNICATION DUTIES

Explaining procedures or processes to other employees or the public.

### WRITTEN COMMUNICATION DUTIES

This position creates or edits; emails, letters, memo's, agendas, public notices and reports.

### INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

### INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Frequently (More than 25% but less than 40% in a year)

### MINIMUM EDUCATION REQUIRED

High school Diploma or GED

### MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Two (2) years directly related experience; or equivalent combination of education, training and experience.

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**PROFESSIONAL CREDENTIALS PREFERRED**

Bookkeeping Certificate.

**KNOWLEDGE REQUIRED**

Clerical, English language & composition, accounting, procurement, accounts payable.

**SKILLS REQUIRED**

Reading, customer service, problem recognition, problem solving, time management, multi-tasking, typing and data entry.

**ABILITIES REQUIRED**

Read and write minimum high school level, perform mathematical operations, multi-task, maintain auditory attention, speak clearly and sensibly.

**PHYSICAL DEMANDS**

- Occasionally stands to attend to customers.
- Rarely sits to operate special equipment; routinely sits to complete a program and to attend to reception areas.
- May be required to lift work related materials, equipment, tools, and/or gears up to 25 lbs.
- Occasionally requires dexterity for special gadgets and for special machines.
- Incumbents in this position may be required to routinely walk to and from work sites, bend and kneel to complete tasks.

**WORK ENVIRONMENT**

This position constantly spends time in office environment; occasionally spends time in lobby environment; occasionally spends time in automobile.

**SAFETY RISK EXPOSURE**

Incumbents in this position are generally not exposed to safety risk. Occasionally may become exposed to telephone verbal abuse by customers, or citizens and individuals with high level of emotional distress as well as noise and vibration.

**PROTECTIVE GEAR & SAFETY MANUALS**

This position is required to constantly follow written safety procedures and manuals relevant to the division or department.

**CONSEQUENCES OF ERROR**

Potential errors can cause inconveniences to other employees, and/or delays in related work areas. Delays of services are possible.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.