TOWN OF CARBONDALE
JOB DESCRIPTION

POSITION NAME: Accounting II
DEPARTMENT: Finance

JOB SUMMARY: Performs governmental accounting under the direction of the Finance Director.

GENERAL DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Duties include but are not limited to the following:

Accounts Payable—Process accounts payable, file maintenance, requisitions and purchase order preparation, data entry and check processing on an as needed basis.

Human Resources—Assist with recruitment and selection processes; classification and pay systems; policy development and management; employee training and development programs; equal employment opportunity and affirmative action programming; and humanistic services such as Employee Assistance Programs

Payroll—Process payroll on an as needed basis. Provide technical oversite to the payroll function and benefits accounting. Reconcile payroll with year-end audit data.


Sales Tax Accounting—Work will sales tax vendors, understand and process MuniRev’s online sales tax system, communicate the sales tax code to vendors and provide support for online system. Provide reports for delinquent accounts, follow up for collection. Process the online sales tax licenses.

Performs other duties as assigned and required.

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS:

OTHER SKILLS, CERTIFICATIONS, LICENSES AND TOOLS REQUIRED:

- Ability to type 65+ wpm
- Ability to operate 10-key by touch (requirement)
- Ability to effectively communicate orally (including telephone) and written form as measured by the interview process
- Ability to provide own transportation to and from all Town facilities as measured by a valid driver’s license or confirmation of alternate transportation methods.
- Ability to meet deadlines and read, understand and apply written material such as computer printouts, letters, administrative regulations and policies, invoices and statements, etc.

DESCRIPTION OF WORK SCHEDULE, HOURS, OVERTIME REQUIREMENTS.

40 hours per week, 8:00 a.m. through 5:00 p.m., Monday through Friday. May be required to work some overtime as necessary.

SUPERVISION RECEIVED. Supervised by Finance Director

SUPERVISION EXERCISED. None

FLSA STATUS. Non-exempt

DISTINGUISHING FEATURES.

This work involves accounting principals and practices. There is no supervisory responsibility. This class is distinguished from the lower classes by knowledge, additional experience, education or time on the job.

COMPLEXITY / RESPONSIBILITY.

Responsible for performing accounting functions under the direction of the Finance Director. Some independent decision making is involved.

SCOPE OF INTERPERSONAL CONTACTS.

Contacts include the general public, Board of Trustees, co-workers and staff.

WORK ENVIRONMENT.

Work is performed in standard office environment and requires reaching, stooping, bending, handling, hearing and talking. Must be able to sit for long periods of time at a desk or computer terminal. Must be able to lift and move 20 pound boxes of computer paper and computer printout binders.