



City Of Oak Grove, Kentucky

Position Title:	Accounting Support Specialist (Payables and Receivables)			Grade:	41
Department:	Finance		Reports to:	Finance Director	
Employment Status:	Full-Time	Salary Range/Hourly Rate	\$56,934.82-\$78,014.82 \$27.37-\$37.51	FLSA Status:	Exempt
				Approved By:	City Council

Educational Requirements:

- Graduate of accredited high school or GED.

Minimum Qualifications:

- Bachelor's degree in general business or accounting preferred, and/or 5 years' experience in related field.
- Must be able to be bonded for insurance purposes.
- Possesses a valid driver's license.
- Ability to lift 50 lbs.
- Ability to pass a drug test and background check.
- Ability to interpret city ordinances.
- Strong knowledge of basic accounting principles and practices.
- Excellent attention to detail and accuracy.

Job Summary

The Accountant/Accounts Receivable position will ensure billing for the utilities department is accurate. Accounts receivables are responsible for processing, categorizing and documentation for accounts receivable, the processing of occupational licenses, property taxes, payroll taxes, alcoholic beverage regulatory (ABC) taxes and fees. Generate federal, state, and local reports, as required.

Essential Duties:

- Daily bank deposits, Remote Deposits and Transfers, Resolving Banking Issues-Return Check, NSF, and Re-Deposits for bad images. Weekly Cash/Vault Audits of all Cashiers Drawers and Vault.
- All Accounts Receivable, generate Invoice for all payments rendered. Record and apply incoming payments accurately, ensuring proper allocation to the corresponding customer accounts.
- Accounts Payable for City General Fund, City Hall, Police Dept, Fire Dept, EMS, Community Center, and Wade's Way Park. Create Requestions, Purchase Orders, Cut Checks, & Audit Accounts for discrepancies and Errors. Maintain Credit Card Accounts for all card holders. Audit statement and match receipts to statement monthly.
- Create & Approve New Occupational Business Licenses, Issue License Renewals & Extension, Audit Accounts for correct Tax Information, & follow up on all Non-Compliance License Applications.
- Property Taxes, Mailings, Verifications, and Lien Requests & Releases.

- Maintain, Record, and Collect all Taxes due to the City. Payroll, ABC Regulatory, and Tangible Taxes owed.
- Open and distribute all incoming Mail from Post Office Boxes.
- Assist in Payroll, Authorizing Bank ACH Transfers and Tax Payments.
- Manage all City Assets sold on GovDeals Auctions, gather information, Approvals from Council, Posting, & Selling of Asset.
- Assist with preparation of building permits, maintain Master List, Distribute permit list to multiple agencies. Maintain Sub-Contractor Frank Wallace permits and payments.
- Assist with Community Center Rental Deposits, maintain records, collect payments, and refund approved deposits,
- Generate regular aging reports and provide analysis to management regarding overdue accounts.
- Provide exceptional customer service by resolving customer complaints, disputes, and billing discrepancies in a timely and professional manner. Respond to all customer inquiries.
- Collaborate with other city departments to gather relevant information, resolve billing disputes, and ensure accurate invoices. Maintain files for Accounts Payables, Business License, Credit Cards Receipts, past fiscal years records.
- Assist in Yearly State Audits, maintain and locate records.

Reasoning Ability:

- This position will be responsible for accounts receivable and payable for the city.
- Assuring all accounts receivable and payable are processed and posted in a timely manner.

Preferred Skills, Knowledge, or Abilities:

- Computer skills, specifically with Microsoft office.
- Organizational Skills.
- Previous accounting experience is preferred.

Supervisory Responsibilities

This position does not require supervisory duties but does require a significant amount of teamwork.

Disclaimer:

This position description does not constitute a contract between the City of Oak Grove and the employee and is subject to change by the City as the needs of the City and the requirements of the position change.

The functions listed herein are illustrative only and are not intended to cover all the job duties and responsibilities. The omission of specific statements of duties and responsibilities does not exclude them from the position requirements if the work is similar, related, or logical assignment to the position.

At-Will Employment

City employees are at-will employees. This means there is no contract of employment, express or implied, and either the city nor the employee is free to terminate the employment relationship at any time, with or without cause.

Approval: _____

Name

Title

Date

Name

Title

Date

DRAFT