

City of Gering

Job Posting Notice

Job Title: Accounting Clerk II

Department: Finance

Grade Level: Grade 14

Posting Period: January 4- January 22, 2021 (open until filled)

Application Deadline: 4:30 p.m., Friday January 22, 2021 at Gering City Administration Building, 1025 P Street Gering, NE.

Job Description: Attached

The City of Gering is seeking applications for the full-time position of Accounting Clerk II. Duties include (but are not limited to) routine clerical, accounting, and administrative work in accounts payable, accounts receivable, payroll and general administration. Applicants must have graduated from a high school (or have GED equivalent) with specialized course work in general office practices as well as two (2) years of increasingly responsible related experience. Applications may be obtained at the City of Gering, 1025 P Street, Gering, NE 69341 or on-line at www.gering.org. Application deadline is 4:30 p.m. on Friday January 22, 2021 and need to be addressed to: City of Gering, Attn: Human Resource Department, P O Box 305, Gering, NE 69341. EOE

City of Gering Job Applicant,

Please read and understand this statement before signing your job application.

Job Applications must be completed in their entirety (“see resume” is not sufficient) as this is the tool that will be used during the initial review in order to select applicants for interview. **A resume is required, so please submit with the job application.**

The information provided in this job application must be true. False or misrepresented information will be sufficient cause for the application to be rejected (or cause for termination if discovered after employment).

You are authorizing the City of Gering to obtain information from previous employers, educational institutions and other parties to verify the accuracy of the information provided in this application. You are waiving all rights and claims you may have for seeking and using the information to evaluate the application.

This application will be used only for the position for which you are currently applying. If you wish to re-apply for another position, even if is the same classification, you must complete and submit a new application.

Thank you.

Human Resource Department

POSITION DESCRIPTION

Class Title:	Accounting Clerk II	Grade Number: 14
Department:	Finance	Date: July , 2020
Status:	Non-Exempt	Safety Sensitive: No

GENERAL PURPOSE

Performs routine clerical, accounting, and administrative work in accounts payable, accounts receivable, payroll, and general administration.

SUPERVISION RECEIVED

Works under the general supervision of the City Treasurer/Finance Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares and balances deposits; includes posting entries.

Takes deposits and obtains change for cash drawer to/from bank on a daily basis.

Processes invoices for payment.

Processes the biweekly payroll; includes review and verification of time entry, posting time, processing and paying all payroll deductions, maintenance of employee records, quarterly and annual payroll reports.

Prepares periodic financial, statistical or operational reports as assigned.

Completes process of balancing month-end and year-end; includes monthly financial reports for council, monthly journal entries, monthly and quarterly state and federal reports (i.e. lodging, keno, motor fuels).

Assists in the preparation of the annual budget and annual audit workpapers.

Prepares billing and collection of miscellaneous, NSF checks, receivables, for example, Civic Center, Sanitation.

Updates and monitors fixed asset listing.

Performs related duties as assigned.

PERIPHERAL DUTIES

Provides clerical support to the finance staff as required.

Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

May serve as a back-up cashier/utility clerk including receipting of utility payments and various other payments.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from an high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing, and
- (B) two (2) years of related experience, or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; working knowledge of governmental accounting principles and practices.
- (B) Skills to operate listed tools and equipment.
- (C) Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions.

SPECIAL REQUIREMENTS

Must be bondable.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet and accounting software; central financial computer; 10-key calculator, phone, base radio, fax and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



CITY OF GERING APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination based on creed, color, sex, age, national origin, handicap, veteran status, sexual orientation, or any condition prescribed by state or local law.

Last Name _____ First _____ Middle _____ Date _____

Street Address (physical and mailing) _____ Home Telephone: _____

City _____ State _____ Zip _____ Cellular Telephone: _____

Have you ever applied for employment with us? _____ Date Available to Begin Work: _____

No Yes If yes, date: _____

Position Desired: _____ Pay Expected: _____

Apart from absence for religious observance, what hours are you available?

- Full-Time Seasonal
 Part-Time Overtime (if requested)

Are you legally eligible for employment in

the United States? Yes
 No

Have you ever been bonded? No Yes

Have you been convicted of any crimes in the past ten years, excluding misdemeanors and summary offenses, which have not been annulled, expunged, or sealed by a court? No Yes

If yes, please describe in full: _____

Membership in professional and civic organizations (Exclude those that may disclose your race, color, religion, age, or national origin.)

Other special training or skills (languages, machine operations, etc.), special accomplishments or awards

School	Name of School	Location of School	Course of Study	Did you Graduate	Years Completed	Degree or Diploma
High School						
Business/Trade/Technical						
College						
Graduate						

MILITARY Did you serve in the U.S. Armed Forces? Yes No If "Yes", in what Branch? _____

Describe any training received relevant to the position for which you are applying: _____

References we may contact:

Name _____ Years known _____ Telephone _____ Business _____

Name _____ Years known _____ Telephone _____ Business _____

Name _____ Years known _____ Telephone _____ Business _____

EMPLOYMENT Please give accurate, complete, full-time and part-time employment records. Start with your present or most recent.

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates: _____
Describe Your Work: _____	From: _____
_____	To: _____
Reason for Leaving: _____	

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates: _____
Describe Your Work: _____	From: _____
_____	To: _____
Reason for Leaving: _____	

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates: _____
Describe Your Work: _____	From: _____
_____	To: _____
Reason for Leaving: _____	

We may contact the employers listed above unless you indicate those you do not want us to contact.

Do Not Contact: Employer: _____
Reason: _____

Please read and understand this statement before signing your application:

The information provided in this Application for Employment is true. False, incomplete, or misrepresented information will be sufficient cause for my application to be rejected, or, if discovered after employment, cause for immediate termination of my employment.

I authorize the employer to obtain information about me from previous employers, educational institutions, and other parties to verify the accuracy of information in this application, a related employment resume, or personal interview. I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons who provide information for this purpose.

This application will expire in 30 days. Unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I accept all terms and conditions in the above statement.

Signature

Date

Please return to City of Gering Administration Offices, 1025 P Street, Gering, NE 69341

Fax: 308-436-6899