

Accounting Clerk

City of Bethel Heights is seeking qualified candidates for the Accounting Clerk position. A candidate must have experience in accounts payable/receivable, payroll processing, proficient computer skills, and financial software. Must have exceptional organization and proven work history. Minimum 5 years accounting experience. Municipal financial experience preferred. Apply at City Administration Office, 530 Sunrise Drive, Bethel Heights, AR or email resumes to cblack@bethelheightsark.org.

Job Requirements

Responsibilities may include:

- Enter and balance accounts receivable and payable on a daily basis
- Process accounts and incoming payments in compliance with financial policies and procedures
- Performing day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data.
- Preparing bank deposits daily
- Preparing invoices when required
- Ensuring prompt payment of statements
- Maintain accounting ledgers by verifying and posting account transactions
- Reconcile accounting schedules
- Reconcile General Ledger and department accounts monthly and prepare reports
- Compiles payroll data, such as hours worked, taxes, insurance, associate withholdings, etc., from time clock and other records
- Compiles and enters data or computes and post wages to maintain payroll records
- Updates payroll records by entering changes in exemptions, insurance coverage, address changes, banking information, etc.
- Determines payroll liabilities and ensures prompt payments of those liabilities
- Provides payroll information by answering questions and requests
- Maintains payroll operations by following policies and procedures; reporting needed changes
- Maintains employee confidence and protects payroll operations by keeping information confidential
- Maintains and issues Business License's
- Maintains Fixed Asset and Inventory Records for all departments
- Follows State and Municipal record retention policy
- Maintains records by scanning and filing documents in orderly system

- Assemble financial data for yearly audits
- Accomplishes accounting and organization mission by completing related results as needed
- Contributes to team effort by accomplishing related results as needed

Additional Requirements:

- Must be able to arrive to work on time and have regular work attendance
 - Must be able to work and communicate with other employees
 - Must be able to provide friendly assistance to the public
 - Must be able to multi-task when necessary
- Work hours are Monday – Thursday 8:00am-5:00pm, Friday 8:00am-4:00pm
Office is closed from 12:00pm-1:00pm for lunch each day
City provides employee eye, dental and health insurance coverage
Paid holidays with vacation and sick time accrued each pay period
Retirement provided through APERS with mandatory employee contribution

Pay to be determined based upon experience