

Job Announcement

Applications for the position of Accounts Payable/Payroll will be accepted by the City of Reedsport until 5:00 p.m. on Tuesday, September 26, 2023, at which time the first review will take place, this position will remain open until filled.

A complete job description and required City application is available at Reedsport City Hall or online at www.cityofreedsport.org/jobs

The salary range for the position is \$3,124.47 - \$3,945.82 per month with a full benefit package. This position is covered by a collective bargaining agreement.

Please hand deliver or email completed applications and materials to Michelle Fraley Finance Director at mfraley@cityofreedsport.org

The City of Reedsport provides equal employment opportunity to all qualified employees and applicants without unlawful regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status, or any other status protected by applicable federal, Oregon, or local law.

POSITION DESCRIPTION

Accounts Payable & Payroll Clerk

Department:	Finance	Job Code:	106-001
Division:	Finance	Grade:	10
		Union:	IAM Union
Location:	City Hall	Date:	October 2020

GENERAL PURPOSE

This position is responsible for all Payroll related functions and also performs the duties of Accounts Payable Clerk, working with City employees and outside vendors to ensure that timely processing of invoices occurs. This position will operate the front counter as designated by the Finance Director, but generally 1-2 days per month.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Finance Director

SUPERVISION EXERCISED

None generally. May supervise volunteers, school to work participants, temporary employees, or community service workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties give a general example of the work requirements of this position. These examples are not meant to include all possible duties which this employee may be expected to perform.

Accounts Payable Clerk

1. Process and pay bills weekly.
2. Sort, match-up, and file new invoices as they are received.
3. Follow-up with Department Heads or person responsible for an invoice, when no requisition has been received.
4. Maintain filing cabinet for current fiscal year's AP files, as well as, previous year's files. All others can be boxed and archived according to record retention law.
5. Purchase orders need to be made in Springbrook for all invoices that exceed the current spending threshold. POs must be signed by Finance Officer and City Manager before a check is cut.
6. Maintain Purchase Order numbers in an electronic database.
7. Maintain a separate filing system for all technology, electronics, and/or software purchased.
8. Send letters to vendors requesting them to complete W9s.

9. Process 1099s which are due by 1/31 each year and are electronically submitted to the State and IRS.

Front Counter Clerk

1. During backup counter days, this position is the first contact person and a positive, professional presence is required when interacting with the public and City officials.
2. Basic knowledge in utility billing, business regulations, planning, and permitting, is necessary in order to answer general public inquiries.
3. Process minor building, electrical and other permit applications over the counter.
4. Take payments and issue permit numbers to customers once approved by the Planning and Building Departments.
5. Responsible for answering telephones and taking complaints, routing to the appropriate department or person.
6. Balance cash drawer in the morning.
7. Receive water and sewer payments and post payments to computer.
8. Lookup citations and post fine payments to software systems.
10. Open and distribute mail to departments, if time allows.
11. Post checks received in the mail to the cash receipt system.
12. Schedule building reservations and collect applicable user fees for the Senior Center, Community Building, and Library.
13. Fill Postage Meter as it gets low.
14. Refill forms and applications that are available in the lobby.
15. Send flag notifications when notice is received from the State.

Payroll

1. Process and pay payroll two times a month. Check dates the 5th and 20th.
2. Pay payroll liabilities after doing payroll.
3. Deposit Federal and state payroll taxes at Umpqua Bank and do an EFT on the computer. Also submit other EFT's for other payroll deductions.
4. Balance and reconcile the PERS account after each payroll and then submit it electronically.
5. Monitor all vacation, comp and sick bank balances and give reports to management and police.
6. Calculate and balance all health insurance billings for payroll and make necessary adjustments. All changes have to be done on insurance company's computer programs.
7. Set up new employee files for payroll.
8. Set up new payroll deduction files and employee files each January for the next calendar year, and move prior years to necessary locations.

9. W-2's and 1095's are due by 1/31 each year.
10. Federal 941's and State OQ reports are due each quarter:
 - January – March, due 4/30
 - April – June, due 7/30
 - July – September, due 10/31
 - October – December, due 1/31
11. Prepare Workmen Compensation reports.

Other Duties

1. Other duties as assigned.

Backup Duties

1. May be asked to backup Court Clerk from time to time.
2. May be asked to backup Utility Billing Clerk from time to time.

Regular cross-training of these position duties is required under the direction of the Finance Director.

MINIMUM QUALIFICATIONS

1. Thorough knowledge of modern office and secretarial practices, procedures, and equipment including computers and most common software.
2. Understanding of administrative functions.
3. The ability to work well with committees and citizens and to coordinate work flow and special projects.
4. The ability to apply the knowledge listed above.
5. The ability to establish and maintain cooperative relationships with department heads, other employees, and citizens/customers.
6. The ability to prepare reports, as required.
7. Must be able to work a flexible schedule. (Days/hours of work may vary on occasion.)

EDUCATION, EXPERIENCE, AND TRAINING:

1. Graduation from high school or GED equivalent required.
2. Any combination of experience and training which demonstrates the knowledge and experience to perform the work.
3. Minimum one year's experience in customer service/public service, which can be documented.

SKILLS: Operation of tools listed; verbal and written communication skills; advanced computer skills including spreadsheets, website, and word processing software.

ABILITIES: Perform detailed work involving written and verbal communication; works independently; deals tactfully with staff and the general public; interprets financial and legal data; and adept at multi-tasking.

SPECIAL REQUIREMENTS:

1. Valid driver's license and evidence of insurability.
2. Drug Screen, finger printing, and background check required.
3. Must obtain Oregon Notary certification within six (6) months of hire.

TOOLS AND EQUIPMENT USED (includes, but is not limited to the following):

1. Office machines: computer, calculator, phone, fax machine, copy machine, etc.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

Manual dexterity and coordination are required for the majority of the daily work period which is spent sitting assisting clients and operating office equipment such as computers, keyboards, 10-key, telephones, and other standard office equipment. While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires some mobility including the ability to move materials, 5 lbs. or less daily and 5-25 lbs. occasionally. This position requires both verbal and written communication abilities.

WORK ENVIRONMENT

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

While performing the duties of this position, the employee is primarily working indoors in an office environment. The employee is not exposed to hazardous conditions. The noise level in the work environment is usually moderate and lighting is adequate.

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.

ACKNOWLEDGEMENTS:

Acknowledged: _____ (Applicant/Incumbent)

Approval: _____ (Appointing Authority)

Effective Date: _____ Revised: October 6, 2020

CITY OF REEDSPORT
451 Winchester Ave.
Reedsport, OR 97467
Phone: (541) 271-3603
Fax: (541) 271-2809

Official Use Only:

Date Received: _____ **Time:** _____

The City of Reedsport and the Reedsport Police Department provides equal employment opportunity to all qualified employees and applicants without unlawful regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status, or any other status protected by applicable federal, Oregon, or local law.

Directions: Supply an answer to every question. Write NA if the question is not applicable. Failure to observe these directions will result in your application not receiving adequate consideration.

DATE: _____ **20** _____

POSITION APPLIED FOR:		POSITION TITLE	DEPARTMENT
1. Name			
Last Name		First Name	Middle Name
2. Mailing Address			
Street			
City		State	Zip
3. Home Phone		Message Phone	Work Phone
			Can we call you at work? ☐ Yes ☐ No
4. Email Address			
5. Do you speak ☐ Yes ☐ No or write ☐ Yes ☐ No any languages fluently other than English? Which language(s) _____			
6. If you have worked for the City of Reedsport before, give dates:			
7. Are you able to work at any of the City's sites? ☐ Yes ☐ No If No, please explain:			
8. Will you accept: (Check all you will accept) ☐ Full Time ☐ Part Time ☐ Seasonal ☐ Shift Work			

	Can you work multiple shifts? (please explain)
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9. EDUCATION RECORD - If now in school, include present term.	
NAME AND LOCATION OF HIGH SCHOOL	GRADUATED? ☐ Yes ☐ No

IF NOT A HIGH SCHOOL GRADUATE, DO YOU HAVE A CERTIFICATE OF EQUIVALENCY (GED)?	☐ Yes ☐ No
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POST HIGH SCHOOL EDUCATION:

NAME AND LOCATION OF SCHOOL	FROM Mo. Yr.	TO Mo. Yr.	FULL TIME	PART TIME	Fields of Study or Titles of Special Courses	Certificates, Degrees, etc. earned (if no degree, list number of credit hours)
			☐	☐	Major: Minor:	
			☐	☐	Major: Minor:	
			☐	☐	Major: Minor:	
			☐	☐	Major: Minor:	
			☐	☐	Major: Minor:	

10.	List any special training, licenses, certificates, machine skills, office equipment, languages, or other special skills you may have that are pertinent to the position.
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11. PROFESSIONAL REFERENCES - List the names of six persons, other than relatives.

	NAME	ADDRESS	BUSINESS	TELEPHONE
1)				
2)				
3)				
4)				
5)				
6)				

This section must be completed. A resume will not be accepted as a substitute, but may be attached.			
12. EMPLOYMENT HISTORY - Beginning with your present or most recent job, describe your work experience during the past TEN years. Include all non-paid or volunteer work. Also list any prior work experience related to the duties of the position for which you are applying. If you need more space, please attach additional sheets. Explain gaps in employment.			
1)	Employing Firm	Address	FROM: (Month) (Year)
	Job	Supervisor's Title, Name and Phone Number	TO: (Month) (Year)
Specific Duties			☐ FULL TIME ☐ PART TIME
Reason for leaving			Hours per Week
☐ CURRENT EMPLOYER If you still work here, may we contact this employer? Yes ☒ No ☐			

2)	Employing Firm	Address	FROM: (Month)	(Year)
	Job Title	Supervisor's Title, Name and Phone Number	TO: (Month)	(Year)
Specific Duties		☐ FULL TIME ☐ PART TIME Hours per Week		
Reason for leaving				
3)	Employing Firm	Address	FROM: (Month)	(Year)
	Job Title	Supervisor's Title, Name and Phone Number	TO: (Month)	(Year)
Specific Duties		☐ FULL TIME ☐ PART TIME Hours per Week		
Reason for leaving				

4)	Employing Firm	Address	FROM: (Month)	(Year)
	Job Title	Supervisor's Title, Name and Phone Number	TO: (Month)	(Year)
	Specific Duties		☐ FULL TIME	Hours per Week
			☐ PART TIME	
	Reason for leaving			
5)	Employing Firm	Address	FROM: (Month)	(Year)
	Job Title	Supervisor's Title, Name and Phone Number	TO: (Month)	(Year)
	Specific Duties		☐ FULL TIME	Hours per Week
			☐ PART TIME	
	Reason for leaving			

6)	Employing Firm	Address	FROM: (Month)	(Year)
			TO: (Month)	(Year)
	Job Title	Supervisor's Title, Name and Phone Number	☐ FULL TIME ☐ PART TIME	
			Hours per Week 	
Specific Duties				
Reason for leaving				
13. State your reason for desiring work with the City of Reedsport and add any other information pertinent to your application.				

**PLEASE READ CAREFULLY
APPLICATION FORM WAIVER**

I hereby certify that all statements made in this application are true, and I agree and understand that any statement that is false, fraudulent, or misleading in this application or attached material, during the interview or screening process, or discovered in the course of any employment-related process (post hire) may result in the revoking of a job offer or termination of employment.

- I certify that all statements contained herein are true and complete.
- I understand that I must provide proof I am authorized to work in the United States, in accordance with federal law, if I am hired.
- I authorize the employing agency to verify the employment and education information provided in this employment application
- I authorize my driving record to be checked if the position for which I am applying requires driving.
- I understand and agree to be subjected to a pre-employment drug screening and criminal history background check, if applicable.
- I understand that my employment with the City shall be probationary for a period of one year, and further that at any time during the probationary period or thereafter, my employment relation with the City is terminable at will for any reason by either party.
- I understand and agree that if I am hired the statements in these paragraphs will become a binding part of my employment relationship. I have read each of these statements. I have reviewed all of the information provided in this application and in any attachments or supporting documents.

Signature of applicant: _____ **Date:** _____