

# TOHONO O'ODHAM UTILITY AUTHORITY

## Position Description Account Clerk I

Department: Accounting  
Reports To: Accounting Supervisor  
FLSA Status: Non Exempt  
Shift: 8:00 AM to 4:30 PM  
Salary Level: C-5  
Prepared By: Tohono O'odham Utility Authority  
Approved By: Mike Bethurem, General Manager  
Approved Date: 06/26/2019

### SUMMARY

Assist the accounting department with general accounting support.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Reconcile department accounts monthly and prepare reports to present to management for review.
- Reconcile bank statements monthly and prepare reports to present to management for review.
- Update, verify and maintain accounting journals and ledgers and other financial records as required on accounting software system.
- Assist with the monthly closing.
- Other accounting projects as assigned.
- Maintain orderly financial filing system.
- Be the backup and also assist as needed with daily deposits made to bank and handle deposit transfers.
- Be the backup and also assist as needed with account payable processing.
- Other duties as assigned.

### QUALIFICATIONS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the knowledge, skill and/or ability required. Requires demonstration of customer service skills.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Required personal characteristics includes: a team player, high integrity, good personal habits, regular work attendance, courteous and friendly, able to work well with diverse groups of people, and ability to gain and maintain the respect of others.

### EDUCATION and/or EXPERIENCE

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- Associates degree or certification from technical school (or better is preferred);
- Minimum one year related experience;
- equivalent combination of education and experience

### **LANGUAGE SKILLS**

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **MATHEMATICAL SKILLS**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Driver's License

### **OTHER SKILLS AND ABILITIES**

- Ability to operate a personal computer and ten (10) key calculator.
- Working knowledge of MS Office (Excel and Word)
- Planning and organizing
- Prefer ability to converse in the Tohono O'odham language.

### **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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl; and talk or hear.
- The employee must occasionally lift and/ or move up to 25 pounds.

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- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and 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 moderate.