

Middle Rio Grande Conservancy District

Position Classification and Description



POSITION TITLE: Accounts Receivable/Accounts Payable Clerk
FLSA: Non-Exempt
GRADE: 75
SUPERVISOR: Accounting Manager
DEPARTMENT: Accounting

Position Summary:

Under the supervision of the Accounting Manager, monitors the business activities of the organization through the maintenance and control of financial records. Performs clerical function in Accounting Department, in accordance with established general principles and practices of accounting; maintains confidentiality of privileged information at all times.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Processes payments by issuance of checks from appropriate funds and monitors the functions related to the issuance of check documents, and ensures payments are processed accurately and timely;
- Performs pre-audits of all invoices for the purpose of ensuring accuracy and appropriateness of documentation prior to payment in compliance with District policy;
- Generates financial reports related to all accounts receivable and all accounts payable for the purpose of reconciling financial data and ensuring account balances and compliance with established accounting practices;
- Responds to inquiries of staff regarding financial procedures for the purpose of providing information, direction and/or referral for addressing inquiry;
- Compiles financial information for the purpose of providing required documentation and/or processing information;
- Monitors account balances and related financial activity for the purpose of ensuring that allocations are accurate and complying with established financial practices;
- Participates in meetings, trainings workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions;
- Cross-trains with other positions in the accounting department at the discretion of the Accounting Manager and/or Secretary Treasurer;
- Performs other duties as assigned.

Minimum Qualifications:

High School Diploma or GED plus two years' experience in accounting or bookkeeping; or equivalent combination of education and experience. Must possess and maintain a valid New Mexico Driver's License with no major traffic violations; and successfully complete a drug and alcohol screening and criminal background check.

Preferred Qualifications:

Experience with governmental accounting and/or experience with MUNIS Municipal Financial Software.

Knowledge, Abilities, Skills, and Certifications:

Knowledge of:

- knowledge of budgets and budget monitoring processes
- knowledge of applicable accounts receivable, accounts payable and general ledger systems and procedures
- ability to analyze and reconcile discrepancies within accounts
- business English, proper spelling, grammar, and punctuation, and basic arithmetic

Ability to:

- communicate effectively, both verbally and in writing
- establish and maintain professional relationships with co-workers at all levels
- analyze situations and adopt appropriate courses of action
- work independently and meet strict time lines
- make solid decisions and exercise independent judgment
- be persuasive and tactful in controversial situations
- demonstrate excellence in everything, and continually seek improvement in results
- interpret applicable federal, state, county and local laws, regulations, and requirements
- contribute to a team effort and accomplish related results

Skill in:

- operating various word-processing, spreadsheets, and database software programs, including PC-based computerized accounting software
- skilled in Microsoft Excel applications and accounting software applications
- preparing, reviewing, and analyzing operational reports
- analyzing problems, projecting consequences, identifying solutions, and implementing recommendations

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit for extended periods of time, use hands to finger, handle, or feel; and talk or hear. The employee occasionally is required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is generally performed in an office setting with a moderate noise level. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common. Travel will be required for training, meetings, conferences, presentations, and other events.