

# NOTICE OF JOB OPENING

June 27, 2019

**JOB CLASSIFICATION:** Accounting Assistant

The Benton Utilities Accounting Department is accepting applications for the above position. A job description outlining job responsibilities and qualifications is attached.

**Grade 8: Range \$27,256 - \$40,885 + Full Benefits**

Those who are interested in the position should complete an application and submit it to the Human Resources Department as soon as possible. An application and complete job description are available from the Human Resources Department, Benton Utilities Complex, 1827 Dale Ave, Benton, AR or a printable application and complete job description are available on line at <https://www.bentonutilities.com/personnel>.

**Position closes at 4:00 p.m. Friday, July 5, 2019.**

**BENTON UTILITIES - BENTON, ARKANSAS  
JOB DESCRIPTION**

<b>JOB TITLE: Accounting Assistant</b>	<b>DATE: 06/19</b>
<b>DEPARTMENT: Comptroller</b>	<b>GRADE: 8</b>
<b>DIVISION: Public Utilities</b>	<b>FLSA STATUS: Non-exempt</b>
<b>REPORTS TO: Chief Financial Officer</b>	<b>EEO CATEGORY: Admin. Support</b>

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

**JOB SUMMARY:** To perform general accounting, bookkeeping and clerical chores for the City of Benton Utilities Funds.

**ESSENTIAL JOB FUNCTIONS:**

1. Reviews invoices submitted for payment to ensure complete and accurate information, including the deduction of available discounts and coding to proper account numbers.
2. Processes work order from purchasing by coding general ledger line item numbers, posting charges and reconciling. Bills work orders and miscellaneous accounts receivable; assist in their collection.
3. Processes returned (insufficient) checks from the Utilities Funds and reconciles as needed.
4. Documents and reconciles various cash, bank accounts, supply inventories, petty cash, and other accounting balances on a daily, weekly, and monthly basis as required.
5. Maintains the accounts payable checking account (makes deposits, verifies checks produced, monitors balance, reconciles bank statements).
6. Maintains listing of all Utility vehicles, renews registrations, distributes proof of insurance, and retains Titles.
7. Recaps telephone billings and distributes copies of charges to department heads.
8. Processes the monthly sales tax report and payment, documenting taxable elements and reconciling to general ledger.
9. Oversees issuance of fuel cards, reconciles usage reports, and recaps on spreadsheet for distribution to departments.

10. Maintains records of outside collection agency activities including recording collections and payment of fees for services.
11. Processes construction work in progress, depreciable and non-depreciable asset additions, assigning asset numbers and posting to both spreadsheets and iseries system asset program and reconciling to the general ledger system of accounts.
12. Handles a variety of non-restricted and restricted bank account transactions including deposits, payments, transfers, and reconciling.
13. Refunds meter deposits and overpayment on utility service accounts.
14. Assists CFO with daily activities.
15. Compiles segments of monthly general ledger closing.

**SUPERVISORY RESPONSIBILITIES:** None

**RESPONSIBILITY FOR FUND, EQUIPMENT AND PROPERTY:** \$1,000,000 – \$10,000,000

**MINIMUM QUALIFICATIONS:**

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Considerable knowledge of accounting practices and procedures.

Considerable knowledge of computer fundamentals and business software.

Good knowledge of standard office principles and practices, office filing and record keeping.

Skill in use of office equipment including fax, copy machines, 10-key, computers, typewriter, postage machine and shredder.

Skill in organizing information and attention to details.

Ability to communicate effectively, both orally and in writing.

**EDUCATION AND EXPERIENCE**

The formal education equivalent of an associate's degree in accounting or general business, or a related field; plus four(4) years of related experience and/or training.

**RESPONSIBILITY FOR FUNDS, EQUIPMENT, PROPERTY, ETC.**

- \$1,000,000 - \$10,000,000

**PHYSICAL REQUIREMENTS:**

*The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

	Yes	No
Lifting (lbs.)	20	
Carrying (lbs.)	20	
Stooping/Bending	X	
Kneeling/Squatting	X	
Walking	X	
Standing	X	
Sitting	X	
Climbing, Balancing (working with a ladder)		X
Use of hands to finger, handle, or feel	X	
Physical Coordination (simultaneous use of hands, arms, feet and legs)	X	
Eye-Hand Coordination	X	
Close Vision (Clear at 20 inches or less)	X	
Distant Visions (Clear at 20 feet or more)	X	
Color Vision	X	
Depth Perception	X	
Hearing	X	

**WORK ENVIRONMENT:**

*The environmental conditions marked below are common for this job.*

	Yes	No
Outdoor weather conditions		X
Wet Humid conditions (non-weather)		X
Work near moving mechanical parts		X
Work in high, precarious places		X
Fumes or dust		X
Toxic or caustic chemicals		X
Extreme Heat (non-weather over 90° F)		X
Low noise (e.g., business office)	X	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)		X
Loud noise (e.g., jackhammer, heavy motorized equipment)		X