

**KENNEWICK IRRIGATION DISTRICT  
JOB DESCRIPTION**

**ACCOUNTING CLERK**

**REPORTS TO:** Comptroller/Treasurer

**DATE:** February 2020

**GENERAL SUMMARY:** Under supervision, performs data entry and follows established procedures working in the areas of accounts payable, accounts receivable, pay roll, project accounting, inventory, records management and other areas as required. Provides backup support as needed to the Account Technicians, Customer Service Representatives, and other Departments on established tasks within the scope of their expertise.

**ESSENTIAL DUTIES:**

**TASKS & RESPONSIBILITIES**

1. May perform payroll functions including reviewing employee timesheets; working with departments and supervisors to resolve timesheet discrepancies; entering data into the payroll system; generates, reviews and reconciles payroll reports to ensure accuracy and completeness of payroll and deductions; transmits direct deposit information; prints and distributes checks and direct deposit check stubs; prepares and generates payments to payroll related vendors; reconciles health and benefits; and compiles and provides necessary reports.
2. May prepare, review, and/or reconcile quarterly and annual federal and state payroll tax reports, including generating, reviewing and distributing W2s and 1099s and corresponding reports within mandated time frames.
3. May verify, audit, and/or prepare approved accounts payable invoices and related documentation for payment per KID policy and State law, distribute vendor invoices for approval, maintain vendors, work with appropriate departments/s and/or supervisor(s) to resolve discrepancies, inputs approved invoices; generate and/or review accounts payable reports to ensure accuracy, print and distribute checks and electronic payments; contact vendors with questions and/or responds to vendor inquiries and concerns; and prepare voucher report for review.
4. May perform assessment processing duties; review bills to verify accuracy; generate and print bills; assist customer service with account research; process new accounts, generate past due charges and correspondence; review and process customer refunds; review, and process balance transfers; and assist foreclosure processing.
5. May provide backup for other accounting staff in any of the areas listed above based on knowledge and skill level.
6. May assist customer service, the Executive Department and/or other departments with administrative or other tasks as needed.

**MINIMUM QUALIFICATIONS:** High school diploma or GED plus two (2) years of accounts payable, payroll, accounts receivable, general ledger or bookkeeping experience. College level accounting credits may substitute for part of the experience required.

**KNOWLEDGE, ABILITIES, AND/OR SKILLS:**

**Ability to:**

1. Operate independently and exercise good judgment in asking for guidance or assistance to ensure the best results for the District.
2. Read and comprehend regulations and policies and assist in developing procedures that will ensure compliance for our public entity.
3. Develop and maintain effective working relationships with the public and employees and to function as a member of a work team.
4. Multi-task using effective communication and organizational skills.
5. Communicate effectively orally and in writing using proper business English and grammar.
6. Process a high volume of accounting transactions including data processing.
7. Organize paper and electronic records of transactions.
8. Maintain confidentiality for all appropriate matters such as financial, medical, legal, or personnel issues.
9. Calculations, work products and or other outputs are expected to be accurate.
10. Use and operate personal computers, calculator, and related peripheral equipment and use current word processing, spreadsheet and specialized software programs.

Approved: Charles Freeman  
Charles Freeman, District Manager

Date: 03/17/2020

Date confirmed by Board of Directors: March 17, 2020