



175 E 3rd Street
P.O. Box 128
Palisade, CO 81526

Phone: (970) 464-5602
Fax: (970) 464-5609
palisade.colorado.gov

TOWN OF PALISADE, COLORADO

Accounting Clerk

Department: Finance
Work Location: Palisade Town Hall, 175 East Third Street, Palisade, CO 81526
FLSA Status: Exempt
Compensation: \$35,000 - \$45,000 **Plus Full Benefits**
Closing Date: **March 17, 2023 - Please submit resume and cover letter to:**
gmueller@townofpalisade.org or in person at
Palisade Town Hall 175 E 3rd Street, Palisade, CO 81526

JOB SUMMARY

The Accounting Clerk provides accounting, financial, administrative, and clerical support to the organization. This role is the subject matter expert in procurement, processing payments to vendors, managing allowable expenses for grants, and providing support for the executive leadership team of the Town. This position must be organized and able to balance multiple deadlines and responsibilities. This position will be interacting with employees and vendors daily, so the ability to maintain professionalism is required.

JOB QUALIFICATIONS AND REQUIREMENTS

Minimum Qualifications:

- Associates Degree and or equivalent Military Service
- Experience with Microsoft Office including Excel, Word, Powerpoint, Outlook, Teams
- Excellent verbal and written communication skills
- Comfortable with a Professional Work Environment
- Ability to work in a team
- Receptive to receiving training in new accounting skill sets

Preferred qualifications:

- Bachelor's Degree
- Governmental accounting education and experience
- Experience with enterprise accounting software, such as Caselle

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Palisade retains the right to modify or change the essential and additional functions of the job at any time.

- Process invoices and payment authorizations
- Track all allowable expenses under grants and complete reimbursement requests

- Track all payments and expenditures, purchase orders, invoices, statements, etc., relating to vendors
- Reconciling processed work
- Maintaining historical records
- Review and prepare deposits as needed
- Paying vendors by scheduling checks and ensuring payment is received for outstanding credit; generally responding to all vendor inquiries regarding finance
- Preparing analyses of accounts and producing monthly reports
- Maintain compliance with grant reporting requirements
- Prepare reimbursement invoices for grants
- Administer the Town's procurement policy
- Strict adherence to the procurement code of ethics

ADDITIONAL DUTIES

- Respond to telephone calls and assist the general public; take messages and transfer calls to appropriate personnel.
- Assists Town Hall staff in various ways (i.e. accepting utility payments, etc.).
- Performs all other duties as may be assigned or required by the Town Finance Director.

REPORTING RELATIONSHIPS

Supervision Received:

General direction is provided by the Town Finance Director.

Supervision Exercised:

None.

COMPENSATION

\$35,000 - \$45,000 per year, depending upon qualifications and benefits, including health insurance, paid time off, sick time, and retirement plan.

FSLA: Exempt

Generous medical, dental, and vision insurance