



## CITY OF MANZANITA

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### City of Manzanita, Oregon Position Description

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**Job Title:** Accounting and Administrative Specialist

**FLSA:** Exempt

**Supervisor:** Finance Director

**Type:** Full-Time

**Department:** Administration

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#### **General Statement of Responsibilities**

Performs a wide range of administrative, accounting, and financial support duties. This position assists with regular reoccurring bookkeeping and records maintenance duties which may be moderately complex. Some typical areas of work are: accounts payable and receivable, cash receipting, payroll processing, budgeting and audit preparation, and financial reporting. The role also provides administrative assistance to various departments, supports public meetings, and ensures compliance with public records and financial regulations.

#### **Supervision Received**

Works under the general supervision of the Finance Director.

#### **Supervision Exercised**

Supervision is not a responsibility of this position. However, the position may provide training and orientation to other personnel, and may assign work to temporary, seasonal, and/or part-time workers.

#### **Examples of Duties - Essential Functions**

1. Contribute to a positive work environment including maintaining positive relationships within and outside of the city.
2. Process accounts payable, assist with contract management and project cost tracking.
3. Process accounts receivable and assist with management of intergovernmental agreements.
4. Process payroll, payroll liabilities, and manage PERS reporting; support other payroll-related functions as needed.
5. Perform cash receipting, prepare deposits, and maintain petty cash distribution records.
6. Balance daily credit card transactions in financial software.
7. Assist the Finance Director with internal and external financial and budget reports for distribution to City Council and Department Heads.

8. Support the Public Works Director and Utility Clerk in managing expense reports and project costs.
9. Assist with annual health insurance open enrollment, employee insurance issues, and workers' compensation matters.
10. Support the renewal and audit processes for workers' compensation and property/liability insurance.
11. Assist with preparing agendas, resolutions, ordinances, meeting materials, and other documents for public meetings including City Council and Budget Committee.
12. Maintain public records in accordance with public records laws, as assigned. Post public notices as assigned.
13. Assist the Finance Director and departments with annual budget preparation and financial audit tasks.
14. Attend monthly court proceedings and provide backup administrative support to the court clerk.
15. Serve as the back up Utility Clerk as needed and/or assigned.
16. Answer and route phone calls, greet the public, and respond to inquiries or direct them to appropriate staff.
17. Perform general office tasks including mail processing, ordering supplies, and coordinating equipment maintenance.
18. Follow all safety rules and procedures for work areas.
19. Maintains effective and cooperative working relationships with employees, elected officials, partner agencies, and the public.
20. Performs other related duties as assigned.

### **Screening Criteria**

#### **Education and Experience:**

- An associate's degree in accounting, business, or related areas.
- AND one-year general bookkeeping experience, including some customer service experience.
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

**Special Requirements/Licenses:** A valid Oregon driver's license and proof of an acceptable driving record may be required.

**Knowledge of:** Broad knowledge of bookkeeping principles, procedures, and practices including fund accounting, accounts payable, accounts receivable, and payroll. General knowledge of employee benefits and human resources principles. Knowledge of general office procedures and practices; and personal computer applications in a Windows environment including spreadsheets, database management, and word processing.

**Skills:** Strong computer skills, preferably in Microsoft Office Suite® products. Verbal and written communication skills, interpersonal skills, and excellent customer service skills. Strong organizational skills. Skill in performing bookkeeping functions/calculations and preparing reports.

**Ability to:** Ability to follow oral and written instructions; prioritize tasks/workloads; complete assigned tasks with little functional oversight; and meet deadlines. Ability to establish and maintain effective working relationships with those encountered in the course of work. Ability to maintain a high degree of discretion with confidential information. Ability to communicate effectively, both orally and in writing, using proper grammar and spelling. Ability to pass a criminal background check. Ability to meet the physical demands of the position.

**Physical Demands of Position:** The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to stand, walk, reach, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to 5 pounds, occasionally move material up to 25 pounds, and rarely move material over 25 pounds. Manual dexterity and coordination are required for over half of the daily work period, which is spent while operating office equipment such as computers, keyboards, 10-key, telephones, and other standard office equipment. This position requires both verbal and written communication abilities.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this position, the employee is primarily working indoors in an office environment. The employee is not exposed to hazardous conditions. The noise level in the work environment is usually moderate and lighting is adequate.

Date Revised: November 2025

*This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*