

CITY OF TONTITOWN, ARKANSAS

PROPOSED / RECONSTRUCTED JOB DESCRIPTION

Job Title	Accounting Clerk II
Department / Office	Office of the Clerk-Treasurer
Reports To	Clerk-Treasurer
Classification	Administrative / Accounting Support
FLSA Status	Non-Exempt (subject to legal/HR review)
Supervisory Responsibility	May provide work direction or limited supervision to accounting/clerical staff as assigned

POSITION SUMMARY

The Accounting Clerk II performs advanced bookkeeping, accounting-support, reconciliation, recordkeeping, and financial-administration duties for the City under the direction of the elected Clerk-Treasurer. The position is intended to provide technical and administrative accounting support and does not constitute a separate Finance Director office or transfer statutory responsibilities assigned by law to the Clerk-Treasurer, Mayor, or City Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains accurate accounting files, ledgers, journals, supporting schedules, and other financial records in accordance with applicable municipal accounting requirements and City procedures.
- Processes and records accounts payable, accounts receivable, cash receipts, deposits, transfers, purchase documentation, and other routine financial transactions as assigned.
- Assists with payroll processing, payroll records, employee deductions, benefit-related accounting entries, and required reconciliations, subject to review by the Clerk-Treasurer.
- Performs monthly bank, cash, receivable, payable, payroll, credit-card, and general-ledger reconciliations and promptly identifies discrepancies for review.
- Prepares supporting schedules, worksheets, transaction detail, and draft reports used by the Clerk-Treasurer for monthly, quarterly, annual, and other required financial reporting.
- Assists in preparation and administration of the annual municipal budget by compiling historical data, departmental information, expenditure trends, and budget-to-actual reports.
- Maintains documentation supporting municipal expenditures, including invoices, purchase records, approvals, contracts, credit-card records, reimbursement documentation, and related records.
- Assists the Clerk-Treasurer, outside CPAs, and Legislative Audit personnel by assembling records, schedules, reconciliations, confirmations, and other requested information.
- Supports implementation and maintenance of internal controls, segregation of duties, accounting procedures, document-retention practices, and corrective actions recommended by auditors or professional accountants.
- Maintains fixed-asset and capital-purchase records and assists with schedules for additions, disposals, depreciation, and inventory when assigned.
- Assists with grant, restricted-fund, special-revenue, enterprise-fund, and project accounting records as directed, including documentation needed to support reimbursement requests and audits.
- Prepares routine financial correspondence and responds to requests for financial records under the supervision of the Clerk-Treasurer and in coordination with applicable City policies and legal requirements.
- May provide work direction, training, or limited supervision to Accounting Clerk I, clerical, or temporary accounting staff when assigned by the Clerk-Treasurer.
- Coordinates, as directed, with the City's contracted CPA or accounting consultant while preserving the Clerk-Treasurer's supervisory and statutory role.
- Performs other related accounting and administrative duties consistent with the classification and as assigned by the Clerk-Treasurer.

AUTHORITY AND LIMITATIONS

- The Accounting Clerk II is a staff position and is not an independently established municipal financial officer unless separately created by ordinance or other lawful action of the City Council.

- The position does not independently establish accounting policy, adopt or amend budgets, authorize expenditures, execute contracts, transfer appropriations, or exercise powers reserved to elected officials or the governing body.
- Final responsibility for official reports, statutory certifications, financial records, and other duties legally assigned to the Clerk-Treasurer remains with the Clerk-Treasurer unless Arkansas law expressly provides otherwise.
- The employee shall follow lawful City purchasing, accounting, records-retention, audit, and internal-control requirements and shall elevate unresolved discrepancies or irregularities to the Clerk-Treasurer.

MINIMUM QUALIFICATIONS

- Completion of at least two (2) years of college, community-college, or vocational/technical coursework in bookkeeping, accounting, finance, business administration, or a closely related field; or an equivalent combination of relevant education and progressively responsible municipal or governmental bookkeeping experience acceptable to the City.
- At least two (2) years of progressively responsible bookkeeping or accounting-support experience. Municipal, governmental, fund-accounting, or public-sector experience is preferred.
- Working knowledge of generally accepted bookkeeping practices, account reconciliation, accounts payable, payroll support, financial records, spreadsheets, and computerized accounting systems.
- Ability to maintain confidentiality where required by law while recognizing that municipal financial records are generally public records subject to Arkansas law.
- Ability to communicate clearly, organize records, meet reporting deadlines, identify discrepancies, and work effectively with elected officials, employees, auditors, accountants, vendors, and members of the public.

PREFERRED QUALIFICATIONS

- Coursework or demonstrated experience in governmental or fund accounting.
- Experience with municipal accounting software, payroll systems, electronic document management, and spreadsheet analysis.
- Training relating to the Arkansas Municipal Accounting Law, municipal budgeting, internal controls, public records, or Legislative Audit procedures.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of bookkeeping, accounting records, reconciliations, payroll support, accounts payable and receivable, and basic financial reporting.
- Ability to interpret and consistently apply established accounting procedures, City policies, ordinances, and instructions from the Clerk-Treasurer.
- Strong attention to detail and the ability to detect incomplete documentation, duplicate payments, coding errors, unreconciled balances, and other discrepancies.
- Proficiency with standard office technology, accounting software, word processing, spreadsheets, electronic records, and document-scanning systems.
- Ability to organize and preserve financial records so they are accessible for audit, Council review, public-record requests, and statutory reporting.

PHYSICAL AND WORKING CONDITIONS

The work is primarily performed in a municipal office environment and generally requires prolonged sitting, frequent use of computers and office equipment, routine filing and records handling, and occasional lifting of files or office materials. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

REFERENCE BASIS FOR CLASSIFICATION

This reconstructed description is intended to align the position with an Accounting Clerk II classification rather than a Finance Director classification. The 2026 Arkansas Municipal League salary survey describes Accounting Clerk II as maintaining accounting files and records, providing supervision to accounting clerks, and generally requiring two years of accounting/bookkeeping-related postsecondary coursework plus two years of bookkeeping experience. The description is also structured to recognize the statutory financial-

reporting and municipal-accounting responsibilities assigned under Arkansas law to municipal officials, including the Clerk-Treasurer.

LEGAL / POLICY REVIEW

This proposed job description is a reconstructed working draft for review by the City Attorney, Clerk-Treasurer, Mayor, and City Council. Nothing in this description is intended to supersede Arkansas law, the Tontitown Municipal Code, an adopted personnel policy, or a duly enacted ordinance or resolution. Where a conflict exists, controlling law and duly adopted City enactments govern.

APPROVAL

Reviewed by Clerk-Treasurer:	Date:
Reviewed by City Attorney:	Date:
Approved by Mayor / Authorized Official:	Date:
Council Approval / Reference (if required):	Effective Date: