

THE CITY OF KNOXVILLE  
**CIVIL SERVICE**  
**JOB ANNOUNCEMENT**

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web:www.knoxvilletn.gov

**3021                      Accounting Clerk, Sr.                      10/15/2020**  
(Entry-Level and Promotional)

Drug testing may be required

**ENTRY-LEVEL SALARY:** \$ 31,591 annually

**PAY GRADE RANGE:** \$ 31,591 -\$ 45,681 annually (Pay Grade 4)

*The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.*

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to <http://www.knoxvilletn.gov/jobs>. **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents **MUST** be submitted online by **4:30 p.m. on: Monday, October 26, 2020.**

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email [mbfoster@knoxvilletn.gov](mailto:mbfoster@knoxvilletn.gov) before the posting deadline.

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**JOB DESCRIPTION: Please See Attached Position Description**

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**MINIMUM REQUIREMENTS**

**Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.**

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Graduation from a standard high school or equivalent including or supplemented by courses in accounting/bookkeeping principles and practices.
- A minimum of two (2) years work experience in an office environment performing responsible clerical-accounting tasks.
- May require a demonstrated ability to type a minimum of 25 words per minute.

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**EXAMINATION**

Applicants meeting the minimum qualifications will be scheduled for the written test (100% of final score) and may be required to take a keyboarding/typing test (Pass/Fail – minimum of 25 words per minute. Content areas on the written test include Accounting/Bookkeeping; Fiscal Record Keeping and Reports; Clerical Activities; Business English and Grammar; Mathematics; Computers; Judgment and Decision Making; Following Instructions.

*Note: Background checks will be conducted.*

**AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE**

**The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.**

# POSITION DESCRIPTION

## City of Knoxville

<b>Class Title:</b> Accounting Clerk, Senior	<b>Working Title:</b> same	<b>PCN:</b> TBA
	<b>Incumbent:</b> vacant	<b>Created:</b> March 18, 2005 <b>Updated:</b> October 9, 2020

### GENERAL DESCRIPTION

Under general supervision, performs a variety of responsible, paraprofessional accounting/bookkeeping and clerical support duties in the Knoxville Fire Department.

### ESSENTIAL FUNCTIONS

Analyzes various requests to determine need, cost, and availability of funds, and prepares appropriate requisitions for departmental purchases, direct payments, etc.

Verifies and reconciles invoices for payment of purchase orders and direct payments.

Makes travel arrangements for departmental personnel; verifies expenses and reconciles cash advances for accuracy and compliance with applicable rules and regulations.

Maintains and updates departmental fixed asset files and completes all necessary forms as required.

Assists in the preparation of annual budget and projects departmental expenditures by analyzing trends related to expenditures and purchasing needs.

Prepares monthly reconciliation of department Purchasing Cards (PCards).

May assist in payroll process as needed to verify and reconcile timesheet information.

Monitors use of office supplies and forms; initiates requisitions for supplies and equipment as needed.

Drafts correspondence and prepares reports on a variety of relevant topics.

Performs related work as required.

### MARGINAL FUNCTIONS

None indicated.

### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of basic research methods sufficient to compile and present information from various sources to facilitate comparison, analysis and accessibility.

Knowledge of business English - including grammar, spelling and punctuation - sufficient to prepare various business correspondence and reports.

Knowledge of computer applications sufficient to perform necessary data entry and retrieval, word-processing, manipulate spreadsheets, etc.

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Skill in performing mathematical problems necessary to perform rapid and accurate calculations.

Ability to apply accounting/bookkeeping principles and practices in various business transactions.

Ability to prepare and maintain accurate records and reports.

Ability to perform general clerical activities such as sorting, filing, indexing, coding, etc.

### ACCOUNTING CLERK, SR. (PCN: TBA)

Ability to orally communicate ideas and information in a clear, concise and courteous manner.

Ability to exercise good judgment in evaluating situations and making decisions.

Ability to follow both oral and written instructions in a precise manner.

Ability to accurately type reports, memos and other necessary correspondence at a moderate rate of speed from both rough draft and plain copy.

### **PHYSICAL REQUIREMENTS**

This position consists of primarily sedentary work, requiring the incumbent to exert up to 10 pounds of force occasionally, or a lower amount of force frequently, in order to lift/carry, push/pull or otherwise move objects. The job involves sitting most of the time, but may involve walking or standing for brief periods of time. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

### **MENTAL REQUIREMENTS**

Uses relevant principles and procedures to solve practical problems and to deal with a variety of concrete variables in situations where only limited standardization exists. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

### **MINIMUM REQUIREMENTS**

Graduation from an accredited high school or GED equivalent, including or supplemented by courses in accounting/bookkeeping principles and practices.

A minimum of two (2) years work experience in an office environment performing responsible clerical-accounting tasks.

Demonstrated ability to type a minimum of 25 words per minute.

### **PREFERRED QUALIFICATIONS**

None indicated.