Craig Colwart
Chairman

Angelique Narcisse
Vice Chairman

Wiliam Kyle
Member

Willie M. Jefferson
Member

Marjorie Segura
Member

City of New Iberia
Municipal Government Employees Civil Service

Posted: January 21, 2022 Announcement # 22-01

CONTINUOUS TESTING ON A NON-COMPETITIVE BASIS
UNTIL THE CURRENT VACANCY IS FILLED FOR THE POSITION OF:
ACCOUNTING CLERK / $10.35 PER HOUR

A PROMOTION/OPEN LIST WILL BE ESTABLISHED OF ALL APPLICANTS WHO HAVE PASSED THE APPLICABLE EXAMINATION(S).

EXAMPLES OF WORK:
Positions in this class perform basic accounts receivable, payable, payroll, routine reporting and audit support work for the municipality, and may include trainees. Depending on area of assignment, assists in processing direct pay requisitions, checking against approved purchase orders, verifying budgetary authorizations, identifying discrepancies, and initiating payment. Assists in administering health insurance payroll deductions, collecting payments from retirees, disseminating health insurance claim information to health plan participants. May assist in administration of payroll deductions, withholdings, defined benefit retirement contributions, and State Supplement Pay and work cycle overtime matters for public safety employees. Keeps careful, error free records, runs monthly reports, discusses with supervisor, makes corrections and adjustments under close supervision. Provides support and to employees performing receivable, payable, pay roll and purchasing functions. Performs related work as required.

MINIMUM QUALIFICATIONS:
Completed high school required. Supplemental training in book keeping with adequate experience to obtain a working knowledge, depending on area of assignment, of the city's accounting systems. Must pass the civil service exam, the post-offer drug screen, physical, and work performance testing. Must be a registered voter / copy of the voter of registration card must accompany the application.

Essential Functions: Speech, hearing, vision, keyboarding ability within normal limits are required for administrative, analytical and reporting work of this position. Mobility or agility impairments can be accommodated.

Benefits offered: Employee's hospitalization, paid holidays, annual leave, sick leave, and retirement.

Applications may be obtained and must be submitted to the Municipal Civil Service Department, City Hall - Room 203, 457 East Main Street, in New Iberia.

The City of New Iberia does not discriminate against any person on the basis of sex, race, age, creed, religion, ethnicity, or handicap.