

Craig Colwart

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City of New Iberia

Municipal Government Employees Civil Service



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Posted: October 10, 2022

Announcement # 22-18

CONTINUOUS TESTING ON A COMPETITIVE BASIS TO ESTABLISH AN
EMPLOYMENT LIST FOR THE POSITIONS OF:

ACCOUNTING CLERK / \$10.35 per hour (*\$12.00 PER HOUR)
ACCOUNTING TECHNICIAN / \$11.67 per hour (*\$13.00 PER HOUR)
(*increase in posted rates effective 11/1/2022)

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

EXAMPLES OF WORK:

Accounting Clerk:

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, payroll and purchasing functions. Performs related work as required.

Accounting Technician:

Depending on area of assignment, receives direct pay requisitions, checks against approved purchase orders, verifies budgetary authorizations, informs supervisor of discrepancies, initiates payments, keeps database of all immovable property and respective assessments in the city, mails notices to owners, receives and posts payments, generates monthly reports, prepares deposits, prepares delinquent lists, reviews list with elected officials, publishes delinquent information in local newspaper. Assists Tax Collector with tax sale procedure and in all related tasks necessary to administering the occupational license and fee requirements of the municipality. Administers health insurance payroll deductions, collects payments from retirees, disseminates health insurance claim information to health plan participants. May administer 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 if and when authorized by supervisor. Cross-trained to provide support and substitutes for other employees performing receivable, payable, payroll, purchasing, tax and occupational license 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 are desired. 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 partially paid 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.**