CITY OF HALLETTSVILLE

POSITION: Administrative Specialist / Accounts Payable
DIVISION: Administration
EMPLOYEE TYPE: Full-Time Hourly – Non-Exempt
SCALE: $17.60

GENERAL PURPOSE

Primary duties include accounts payable, purchasing, assisting with building permits, assisting the municipal court, utility department, finance department and City Secretary/Administrator. Also perform other routine and complex clerical, secretarial and administrative work including state and local reporting to external and internal departments, receiving and assisting the public, cashiering, data processing, recordkeeping, and answering the phone.

ACCOUNTABILITY

Under the supervision of the Director of Administrative Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs routine and complex clerical, secretarial and administrative duties necessary for the efficient operation of the City of Hallettsville Administration Department including processing and data entry payments for city expenses.
- Executes required reporting to local and state entities as required.
- Maintain city building contractor licenses and city alcohol license renewals and other licenses after requirements are met, including the RV and Trailer Parks.
- Payroll.
- Purchasing.
- Receives invoices, distributes appropriate invoices to purchasing agent for P.O., and enters routine utility, monthly and contracted service invoices, electrical transmission invoices and grant reimbursement payments into financial operating system, prints and mail out city transaction payments. Maintain office postage meter, bulk poster meter replenishing transactions and payments. Assists with grant paperwork and payments, floodplain administration, and annual audits. Restocking of portion of essential office supplies and janitorial supplies.
- Enter general ledger journal entries for all county tax collections (as received monthly), LCRA wire transfers, and for office postage meter department allocations. Prepare & distribute annual employee safety awards & bonuses.
- Receive citizen complaints/concerns and generate service orders to public works when necessary.
- Maintains and balances miscellaneous cash drawer that accepts, payments for licenses, permits, hotel/motel taxes, police department revenue, library revenue, youth center revenue, county tax revenue, telephone access fees, and royalty payments.
- Responsible for the acceptance, process and distribution of the daily city's mail, and all and any other deliveries.
- Assists Municipal Court in phone communication, accepting payments, pleas, defensive driving information, jury summons, as well as, courtesy calls and other administrative duties.

- Process City Council meeting minutes for permanent retention and resolutions.
- Answers phones and directs calls.

MATERIALS AND EQUIPMENT USED

General Computer Operations with specific familiarity of Microsoft Office software, office machines, such as calculator, copier, scanner, fax machine, postage machine, computers, credit card machines, and audio/visual equipment. Understand, operate, and navigate internet and computer software.

SPECIAL REQUIREMENTS AND WORKING CONDITIONS

- Regular, reliable and punctual attendance.
- Convey a positive professional image through action, communication, and appearance, treat all employees, citizens and public with respect and courtesy.
- Team player with co-workers in immediate area as well as organization as a whole.
- Available to adjust work schedule if allowed.
- Travel to attend any required trainings.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, speak and hear. The employee is occasionally required to use hands to handle or operate objects, tools and/or controls, and reach with hands and arms.
- The employee must occasionally lift and/or move 20-40 pounds, climb stairs, bend, squat, or sit for an extended period of time. Specific vision abilities required for this job include close vision and the ability to adjust focus.

REQUIRED QUALIFICATIONS

- High school diploma/GED equivalent required.
- Two (2) years of responsible administrative experience, preferably in accounting, accounts payable, invoices or any equivalent combination of education, training, and experience that demonstrates the ability to perform duties in this position.
- Knowledge of accounting practices and software, intermediate knowledge of computers and electronic data processing, modern office equipment, practices, and procedures, Microsoft Office software (Word, Excel, and Outlook), and the internet.
- Ability to perform duties accurately, ability to effectively meet and deal with the public, ability to communicate effectively verbally and in writing, ability to handle difficult/stressful situations in a professional manner and to work in a multi-task environment efficiently, and apply knowledge of procedure to fulfill essential job duties.

- Ability to establish and maintain effective working relations with customers, employees, supervisors, and the general public. Ability to effectively meet, deal, communicates with the public verbally and in writing.
- Ability to organize, prioritize and carry out office work with minimal supervision.
- Ability to keep updated on all new and updated laws, policies and city ordinances pertaining to the duties of this position.

DESIRED QUALIFICATIONS

Two (2) or more years of experience with bookkeeping, basic accounting – specifically accounts payable.
Experience in State and Local reporting.
Knowledge of Incode 10 software

CLOSING STATEMENT

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

Selected applicants must be able to pass a background investigation, pre-employment physical, and drug screen. Any position that lists a minimum qualification for education level and/or license/certification will require the applicant to provide proof of documentation if selected for hire into the position with the City. The City of Hallettsville is an Equal Opportunity Employer.

Revised 03/06/2026

Print Name: _____

Signature: _____ ***Date:*** _____