



# JOB DESCRIPTION

<b>Position</b>	Accounting Clerk	<b>Department</b>	General Government – City Hall
<b>FLSA Status</b>	Non-Exempt	<b>Status</b>	Part-Time
<b>Reports To</b>	Finance Director / Treasurer	<b>Bargaining Unit</b>	None
<b>Last Updated / Reviewed</b>	April 4, 2016	<b>Date Approved by Council</b>	

**PURPOSE OF POSITION:**

The purpose of the position is to perform a variety of administrative support services for the general public, City Clerk / Deputy Treasurer, Finance Director / Treasurer, City Administrator, Mayor, Common Council, and other Department Heads and staff.

**POSITION ACCOUNTABILITY:**

The Accounting Clerk works under the direction of the City Finance Director/Treasurer. General day-to-day supervision, administrative direction, and performance evaluation shall be received from the City Finance Director/Treasurer.

**MAJOR DUTIES AND RESPONSIBILITIES:**

Individuals in the position of Accounting Clerk will be trained and able to perform any task identified in this job description. However, regular task assignments will be given based on project priority, office efficiency, and/or the specific individual talents and skills of each employee. Individuals in this position should not expect that every duty and responsibility identified below will be assigned to them on a regular and/or recurring basis.

**FINANCE / TREASURER DIVISION**

1. Accounts Payable
  - a. Compile and record transactions on the City’s credit cards into the City’s ERP. Report any questionable purchases to the Finance Director/Treasurer or City Administrator.
  - b. Enter approved Accounts Payable into the City’s ERP to the appropriate general ledger account number(s). Match the printed check(s) to the invoice before mailing payment.
  - c. After the Annual Audit, box check stubs and invoices for storage.
  - d. Create new file folders for vendors with three or more checks within the previous year.
  - e. Organize, maintain, and update the Accounts Payable filing system on a regular basis including re-arranging and modernization of files under the direction of the City Clerk / Deputy Treasurer.
2. Utility Billing
  - a. Enter utility payments in the absence of the Utility Billing Clerk.
  - b. Assist Utility Department with request for owner name change, work orders, and providing the department with necessary forms, brochures, and other paperwork.
  - c. Cross Connection Control Program
    - i. Send initial and 1<sup>st</sup> and 2<sup>nd</sup> notices of non-compliance letters for Meter Change and Cross Connection Inspections to residential customers using the Backflow Management module.

- ii. Scan and electronically store Meter Change and Cross Connection Inspection Letters.
  - iii. Assist in scheduling Meter Change and Cross Connection Inspection appointments for residential customers.
  - iv. Notify the Utility Billing Clerk which customers have not made appointments after sending three letters for Meter Changes and Cross Connection Inspections so the Utility Billing Clerk can issue door hanger water shut off notices.
  - v. Scan in and upload reports from the Water Operators after inspections are complete to the appropriate Utility Billing account.
  - vi. Check meter updates entered into the Utility Billing module by the Utility Billing Clerk for accuracy.
  - d. Issue outside water meters to utility customers.
3. Municipal Court Payments
    - a. Record electronic payments received by the Municipal Court into the City's ERP.
  4. Goodrich Square Splash Pad Concessions
    - a. Monitor and order inventory for the concession stand.
    - b. Balance and replenish cash drawer at the concession stand on a regular basis.
    - c. Monitor the supervisor logs and report any issues to the Assistant to the City Administrator.
    - d. Track attendance and weather on a spreadsheet and compile and end of season report for the Parks & Recreation Commission to review.

#### **CLERK DIVISION**

1. Provide detailed support and assistance with election process by registering new voters, assisting with absentee voter applications and ballot mailing, and other duties as assigned by the City Clerk / Deputy Treasurer.
2. Receive and receipt Park Rental Applications, Direct Sellers, Operator, Liquor, Business, and Cigarette License applications and forward to the City Clerk / Deputy Treasurer or his/her designee to process

#### **GENERAL**

1. Receipt utility payments, animal licenses, property tax payments, and any other Accounts Receivable for the City.
2. Respond to public inquiries either by phone, in person, or in writing and assist in providing information on, but not limited to, property taxes, assessments, legal descriptions, city records, ordinances, park rental information, Department of Public Works services, (i.e. - trash, water and other complaints), and general City services.
3. Provide office support including but not limited to copying, filing, typing, assistance at the front counter and answering phones.
4. Maintain office files as required for easy retrieval of a variety of records.
5. Change the back-up drive for the server on a daily basis, and report any back-up failure to the City Finance Director/Treasurer or City Administrator.
6. Serve as backup for the Administrative Assistant for sending New Resident Letters.
7. Maintain City Hall office supply inventory and report items to order to the Utility Billing Clerk.
8. Manage the City Hall Soda Fund and maintain the inventory.
9. Complete Tax Status Reports in the absence of the Utility Billing Clerk.

#### **EDUCATION, EXPERIENCE AND QUALIFICATIONS:**

1. High school diploma required; Associates degree in Accounting, Administrative Support Professional, Business Management, or other closely related field preferred.
2. Skill in operation of computers and general office computer software (Microsoft Excel, Word, etc.), 10-key calculator, fax, telephone, cash register, copier, and other office equipment as may be required.

3. Ability to manage and handle cash and check payments in an accurate manner; ability to use cash register.
4. Knowledge of office practices, including filing and record keeping.
5. Ability to use sound judgment when screening and referring inquiries by phone or in person.
6. Ability to effectively and efficiently schedule and organize work.
7. Occasional minimal evening and weekend work required depending on time of year and priorities of the department.
8. General understanding of municipal government practices desired.
9. Ability to interact well with others, including co-workers and customers, is necessary.
10. Ability to work efficiently in a governmental office that is fast paced and where projects and priorities change often and quickly.
11. Ability to communicate effectively with customers and co-workers in person, by phone and in writing.
12. Ability to commit to a teamwork environment, work efficiently in an office setting, and prioritize tasks consistent with daily requirements of the office.
13. Ability to establish and maintain effective working relationships with employees, other departments, officials, and the public.
14. Ability to perform duties with considerable independent judgment and initiative under limited supervision.

#### SPECIAL REQUIREMENTS:

1. Must have valid Wisconsin Driver's License, or ability to obtain one.
2. Must obtain notary public certification within six (6) months of employment.

#### PHYSICAL DEMANDS:

The physical demands 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 for long periods of time, and talk or hear; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must have the ability to communicate in writing, on the phone, and by other electronic means.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision and ability to adjust focus.

#### WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is usually moderate.
2. The work is predominantly performed in an office setting.
3. Occasionally loud noises may be experienced at construction sites.

*The specific statements shown in each section of this description are not intended to be all-inclusive. This represents typical elements and criteria necessary to successfully perform the job.*