

ACCOUNTS CLERK POSITION DESCRIPTION

General Statement of Duties:

Performs such additional duties as may, from time to time, be directed by the City Administrator. The employee performs responsible work of a clerical nature in the area of municipal accounting, bookkeeping and finance and does related work as required.

Distinguishing Features of the Position:

The employee performs a variety of accounting, bookkeeping, and clerical tasks and assists in the maintenance of related fiscal records. The work is performed under the guidelines set by state statute, the Public Service Commission, City ordinances, and the City Administrator and is executed accordingly. Filling the Accounts Payable Clerk is approved by, and under the supervision of, the City Administrator.

Examples of Work (illustrative only):

Accounting:

- Processes all requests for payment by the City except for generating checks.
- Updates the general ledger in a timely fashion.
- Maintains files of completed Form 1099s for all payees.
- Reconciles general ledger accounts.
- Acts as the custodian of petty cash for the City's general fund in the absence of the City Treasurer.
- Performs the maintenance of property inventory and fixed asset accounts
- Tracks and balances inventory.
- Provides project estimates and tracks construction deposits in the absence of the City Treasurer.
- Enters construction work orders for electric and water job work.
- Performs Accounts Receivable transactions related to Project Accounting, Developer Agreements and other billings.
- Assists the Executive Assistant with reconciling bank statements.

Miscellaneous:

- Assists the general public in problems pertaining to City matters and handles general complaints, either in person or on the telephone.
- Takes daily bank deposits to the bank or outgoing mail to the post office if asked to do so.
- Acts as a cashier, including daily cash counts, preparation of daily deposit slips, and other related cash receipting procedures.
- Assists electors at the direction of the City Clerk and Deputy City Clerk in processing ballots for absentee voting or on Election Day.
- In the absence of the City Treasurer, corresponds with room tax collectors, monitors collections and submits reports to the State of Wisconsin.

Required knowledge, skills, and abilities:

- Ability to communicate verbally and write concise letters.
- Thorough knowledge of modern accounting methods and practices.
- Ability to perform difficult and responsible work with independent discretion.
- Ability to establish and maintain satisfactory working relationships with other city employees.
- Ability to exercise good professional judgment.
- Displays the highest of ethical standards in maintaining the public's confidence and strives for the inclusion of the public, applicants and staff.

Job standards (acceptable experience, training and education):

- Associate's degree in accounting and thorough knowledge of accounting methods and practices.
- Three (3) years of experience in an office setting with a focus on accounts payable and accounts receivable processing.
- Working knowledge of computers and electronic data processing, working knowledge of modern office practices and procedures, working knowledge of governmental accounting principles and practices.
- Any equivalent combination of the above experience, education, and training which provides the knowledge, skills and abilities required for this position and satisfy the job standards at the discretion of the city administrator.
- Ability to obtain a notary commission from the State of Wisconsin.

Tools and equipment used:

Personal computer, word processing and spreadsheet software, accounting software, telephone, 10-12 key calculator, electric typewriter, copy machine, fax machine, optical scanner, postage meter, and all other equipment required to perform the duties and responsibilities of this position.

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 duties and responsibilities of this position.

While performing the duties of this job, the employee is frequently required to sit or stand, talk or listen for extended periods of time. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work environment:

The work environment characteristics described here 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.

The noise level in the work environment is moderately noisy.

Hours of work range between: 7:30 AM to 5:00 PM, with an unpaid one-hour lunch break; additional hours may be required, especially during elections.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description for the Accounting Clerk does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Approved by Finance & Labor Relations 10-08-2020

By signing this document, I acknowledge that I fully understand my job duties and will carry them out as assigned.

Print Name: _____

Signature: _____

Date: _____