

**City of  
ST. FRANCIS**

**POSITION PROFILE**

**Effective Date:** May 2019

**Position Title:** Accounting Technician/Deputy Clerk

**Status:** Non-Exempt

**Department:** Administration

**Approved:** \_\_\_\_\_

**Accountable to:** City Administrator

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**Primary Objectives**

Performs skilled administrative support and technical accounting work including accounts payable, accounts receivable, payroll and records retention; acts as deputy City Clerk and performs related duties as required.

**Supervision Received**

Works under the general and/or technical guidance of the Finance Director and City Clerk. Reports directly to the City Administrator.

**Supervision Exercised**

None.

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**MAJOR AREAS OF ACCOUNTABILITY**

- \* 1. Codes invoices and receipts for posting to the general ledger and maintains accurate files for invoices and receipts.
- \* 2. Receives and enters billing information from staff, processes invoice's, enters payable and receivable information in the accounting system and verifies accuracy.
- \* 3. Helps with utility billing questions and receipt of payments.
- \* 4. Balances and prepares the deposit for the finance director to take to the bank.
- \* 5. Prepares accounts payable report for Council approval.
- 6. Assists in the collection of fees, fines and other payments due to the City.
- \* 7. Processes employee timecards, checks for proper signatures, enters payroll data into payroll software, detects errors and omissions and contacts appropriate department head or Finance Director for correction.

- \* 8. Enters employee status changes into payroll software to keep the payroll information accurate and timely and maintains and updates employee records relative to pay, benefits, deductions, etc.
- \* 9. Processes payroll checks and required transactions for all deductions; analyzes payroll report generated by computer for accuracy.
- \* 10. Prepares PERA report. Assists the Finance Director with balancing the quarterly reporting of payroll.
- \* 11. Responds to phone, fax and in-person inquiries and requests for information; directs calls, takes messages, provides information and assistance or refers to another staff member as appropriate.
- \* 12. Performs administrative support work including: typing or running a variety of reports, creating and revising forms, scanning, copying, printing, faxing, and retrieving data or documents as needed.
- 13. Processes Storm Water Invoices. Balances and receipts payments, runs special assessment notices.
- \* 14. Assists in the administration of local, State and National elections and acts as head election judge.
- \* 15. Attends City Council meetings in the absence of the City Clerk and takes City Council minutes.
- \* 16. Assists the City Clerk in maintaining accurate files and records related to city council agendas and minutes, resolutions and ordinances and related documentation.
- 17. Assists with City events and may assist with the city newsletter.
- 18. Response to inquiries for special assessment searches.
- 19. Performs other duties as needed or assigned.
- 20. Develops sound record keeping systems and procedures for official City records; researches and retrieves information as needed to conduct City business and maintains the City Code.
- 21. Drafts or oversees preparation of City ordinances, resolutions, policies and procedures; executes official papers and documents on behalf of the City and represents the City in local, regional, state and federal activities of concern to the community
- 22. May administer elections for national, state, county, municipal and Special District offices in accordance with State requirements and laws.
- 23. Notifies the City Administrator of new Federal and State mandates, rules and regulations affecting general government; drafts ordinances and resolutions for Council approval.
- 24. Assists in certifying official documents, including local approval of special laws pertaining to the City, special assessments to the County Auditor, plats of land within the City, tax levy resolutions, changes in regular municipal election date, voting machine testing and precinct boundary changes.

25. Assists in execution of official papers and documents, including oaths of office and bonds of each municipal official, claims against the City, financial statements, audit reports submitted to the City by the State Auditor's Office, tax settlement receipts for the County Treasurer, and receipts of Court Fines.
26. Manages the approval process for various City licenses; collects information, verifies requirements are met, obtains Police Department recommendation when needed, and issues the license once it is approved.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- \* ➤ Considerable knowledge of standard office procedures, tools, equipment and practices.
- \* ➤ Considerable knowledge of accounts receivable and accounts payable processing and accounting and payroll software.
  - Working knowledge of governmental accounting principles and practices.
- \* ➤ Considerable ability to maintain confidentiality and to read, understand and follow policies and procedures.
- \* ➤ Considerable ability to operate various office equipment and accounting software and to enter and retrieve data with speed and accuracy
- \* ➤ Considerable ability and to detect and correct errors in both written documents and data entry and to maintain accurate records and files.
- \* ➤ Considerable ability to promote and provide excellent customer service, to communicate effectively and tactfully and to maintain effective working relationships with City staff, contacts from outside agencies and the public.
- \* ➤ Considerable ability to organize and prioritize work, to work independently with little supervision and to manage multiple tasks in a timely manner.
- \* ➤ Considerable ability to analyze and interpret fiscal and accounting records and assist in the preparation of financial statements and records.
- \* ➤ Considerable ability to respond to questions and requests for information.
- \* ➤ Considerable ability to prepare or generate accurate reports.
- \* ➤ Considerable ability to read and understand financial and accounting information.
- \* ➤ Working ability to perform work that requires bending, crouching, and pushing/pulling to retrieve documents and sitting to perform data entry for long periods of time.

### **MINIMUM QUALIFICATIONS**

Two years of college coursework in accounting or bookkeeping and one year of related experience, including accounts payable, accounts receivable and financial records management OR one year of accounting or bookkeeping courses and two years of accounts payable and receivable experience. Must be able to be bonded.

\* Note: Asterisked items are essential to the job.