

**City of  
ST. FRANCIS**

**POSITION PROFILE**

**Effective Date:** August 2024

**Position Title:** Office Assistant/Accounting Clerk

**Status:** Non-Exempt

**Department:** Administration

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

**Accountable to:** Deputy Administrator-City Clerk

\_\_\_\_\_

---

**Primary Objectives**

Performs routine to skilled data entry and administrative support work, including support work in accounts payable, accounts receivable and payroll processing; performs related duties as required.

**Supervision Received**

Works under the general and/or technical supervision of the Finance Director and Deputy Administrator-City Clerk.

**Supervision Exercised**

None.

---

**MAJOR AREAS OF ACCOUNTABILITY**

1. Acts as secondary receptionist for City Hall to phone, electronic, and in-person inquiries; directs calls, takes messages, provides information and assistance or refers to another staff member as appropriate.
2. Codes invoices and receipts for posting to the general ledger and maintains accurate files for invoices and receipts.
3. Enters payable and receivable information in the accounting system and verifies accuracy.
4. Balance and prepares the deposit and brings to the bank.
5. Prepares accounts payable report for Council approval.
6. Serves as first point of contact for utility billing questions.
7. Assists in the collection of fees, fines and other payments due to the City.

8. Processes employee timecards, detects errors and omissions and contacts appropriate department head or Finance Director for correction.
9. 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.
10. Processes payroll checks and required transactions for all deductions; analyzes payroll report generated by computer for accuracy.
11. Prepares PERA report and runs quarterly payroll reports.
12. Maintains records of letter of credits received for development projects and processes reductions as requested by Community Development and Engineering.
13. Process storm water invoices.
14. Assists in the administration of local, State, and National elections and is the lead absentee judge during elections.
15. Attends City Council meetings in absence of City Clerk and take city council minutes.
16. Assists City Clerk in maintaining accurate records related to City Council agendas, minutes, resolutions, ordinances, and related documentation.
17. Assists Community Development with the Farmers Market coordination.
18. Assists with City Events and may assist with city communications.
19. Responds to inquiries for special assessment searches
20. Performs other duties as needed or assigned.

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

- Knowledge of standard office procedures, tools, equipment and practices.
- Knowledge of accounts receivable, accounts payable and payroll processing.
- Knowledge of accounting and payroll software.
- Some knowledge of governmental accounting principles and practices.
- Ability to maintain confidentiality and to read, understand and follow policies and procedures.
- Ability to operate standard office equipment and software and to enter and retrieve data with speed and accuracy.
- Ability and to detect and correct errors in both written documents and data entry and to maintain accurate records and files.

- 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.
- Ability to organize and prioritize work, to work independently with little supervision and to manage multiple tasks in a timely manner.
- Ability to read and understand to respond to questions and requests for information and assist callers.
- Ability to prepare or generate accurate reports.
- Ability to perform work that requires bending, crouching, and pushing/pulling to retrieve documents and sitting while performing data entry, requiring extensive use of fine motor skills for long periods of time.

### **MINIMUM QUALIFICATIONS**

The job requires good interpersonal skills, good detail skills, the ability to operate personal computers and proficiency with Microsoft products. Must have two years of combined accounting education and experience. Must have one year of office support experience involving the use of personal computers with Microsoft products.

Must have a valid driver's license.

### **PREFERRED QUALIFICATIONS**

Experience in administration of elections.