



### Job Description

**Job Title:** Accounting Clerk

**Department:** Finance

**Education Required:**

Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence school are likely course. Appropriate certification may be awarded upon satisfactory completion of advance study or training. Others are mandated by the Department Director.

**Type of**

**Position:**

- ☒ Full-time
- ☐ Part-time
- ☐ Intern

**Hours:** 40 hours/week

Over-time may be required on occasion  
☐ Exempt  
☒ Nonexempt

**General Description:**

Under general supervision of the Assistant Finance Director and Finance Director/Treasurer, the purpose of this position is to complete complex clerical tasks which could include the processing of payroll records, accounts payable and receivable, and to maintain records of work performed. This is accomplished by verifying documentation related to charges, credits and other payments, verifying accuracy, processing time records for payrolls, entering data. Working with employees and customers, answering questions and resolving issues. Other duties including completing a variety of general clerical tasks, as assigned.

**Essential Functions of the job:**

- Receives and processes invoices for vendor payments by distributing to appropriate department for approval, verifies vendor and billing data; enter verified batch into accounting system; prepares and prints checks; maintain accurate reports and records of actions; and responds to vendor inquiries in a timely manner.
- Prepares prepaid check writing when appropriate; scan and file check copies invoices and purchase orders; prepares documentation to Board members and runs reports for funding and auditing.
- Prepares bank deposits for various Village funds;

- Prepares occasional cash receipts for checks received through the mail; assist in balancing of cash register drawer.
- Provides occasional relief to other personnel (Cashier, Reception and Switchboard duties).
- Manages payroll functions by reviewing bi-weekly payroll hour's accuracy before sending for processing.

- Submit report and payments for payroll withholding programs such as (IMRF, ICMA, Nationwide, AFLAC, Guardian, Union Dues, etc.)
- Coordinates payroll change requests by organizing, tracking, and entering employee voluntary deductions and Personnel Actions into accounting system.
- Responsible in completing employment verification requests.
- Assists the Village employees, retired employees with benefits questions by meeting with the employees; conducting research on claim issues; processing benefit changes; assisting with the coordination of annual open enrollment activities; maintaining employees files.
- Prepares all A/R invoices for the Village such as (retiree's insurance, burglar alarm, elevator inspection, false alarm and misc. invoices.)
- Monitor A/R billing on a monthly and quarterly basis for nonpayment by sending reminder letter to the customers.
- Providing back up support as a Utility Billing clerk.
- Process 1099M in timely manner
- Sort and distribute mail to proper departments.
- Responsible for the Village mailing system upgrade and maintenance, wire transfer funds to cover the postage.
- Performs clerical functions such as inventory control, ordering supplies, receiving and distribution of goods ordered.
- Other duties as assigned.

#### **Safety and Risk Management Responsibilities:**

All employees are expected to exercise their responsibility for employee safety and risk management. Adherence to safety requirements is considered an important measure of employee performance evaluation. Employees are responsible for complying with all established safe work rules; reporting all accidents and injuries immediately and cooperating in all accident and injury investigations by supplying full and complete information; submitting recommendations for safety and efficiency, as well as reporting defective equipment and unsafe conditions; using safety equipment provided for personal use in performing daily work assignments; only operating equipment trained and authorized to operate; providing public protection from unsafe conditions and hazards resulting from municipal work operations; and participating in special safety activities such as departmental safety committees, job safety analysis, and special training sessions. Other responsibilities with regard to employee safety are detailed in the Safety Manual under Sections 3.00 and 5.00, pages 7 and 9 respectively.

#### **Knowledge and Skills:**

Comprehensive skill, experience and knowledge in Business English, spelling, punctuation, grammar, and arithmetic; current office methods and procedures; some knowledge of office machines; maintaining clerical records; operation of varied office equipment; dealing tactfully and courteously with the public; the operation of electric typewriters, and word processing equipment; other data entry terminals; interpreting and following oral and written instructions.

**Supervisory Responsibilities:** This position does **NOT** require supervisory responsibilities.

**Competencies:**

**Interpersonal Skills** - Maintains confidentiality; Listens to others without interrupting; Remains open to others' ideas and tries new things.

**Ethics** - Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently. Completes administrative tasks correctly and on time. Follows instructions and responds to management direction.

**Communication** - Listens and gets clarification; Responds well to questions; Speaks clearly and persuasively in positive or negative situations. Writes clearly and informatively. Able to read and interpret written information.

**Teamwork** - Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed. Contributes to building a positive team spirit; Shares expertise with others.

**Adaptability** – Able to adapt to changes in the work environment. Manages competing demands. Changes approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events.

**Technical Skills** - Assesses own strengths and development areas; Pursues training and opportunities for growth; Strives to continuously build knowledge and skills; Shares expertise with others.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.

**Project Management** - Communicates changes and progress; Completes projects on time and budget.

**Computer Skills:** Working knowledge of Microsoft Office Products.

**Other Qualifications:**

Ability to read, use, and file purchase orders, code books, and technical manuals; apply principles of rational systems such as in bookkeeping or record keeping.

**Physical Demands:**

Read, understand, use and file accounts payable, receivable and employees records; code books and technical manual; interact in a calm and efficient manner with other employees, the public

**Work Environment:**

The noise level in the work environment is usually moderate.

and various elected or appointed officials; sit in front of computer terminal screen for up to four hours at a time.	
While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle or feel and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must lift and/or move up to 25 lbs.	