

## **VILLAGE OF MORTON GROVE**

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|------------------------------|------------------------------------------------------|
| <b>Position Title:</b>       | <b>Accounting Clerk II - <i>Accounts Payable</i></b> |
| <b>Department:</b>           | <b>Finance</b>                                       |
| <b>Reports to:</b>           | <b>Finance Director</b>                              |
| <b>Status:</b>               | <b>Full-time, Non-Exempt</b>                         |
| <b>Positions Supervised:</b> | <b>None</b>                                          |

### **Position Summary**

Under the direct supervision of the Finance Director, this position will perform a variety of accounting and clerical work with a high degree of complexity, decision-making, and communication predominantly related to processing the Village's accounts payable and payroll. Accounts payable duties include verifying invoice quantities and extensions, assigning proper account coding, validating adherence to the Village's purchasing policies and processes, and entering the data into the Village's operations software. Payroll duties include verifying correct time entry, ensuring compliance with the Village's personnel policies, collective bargaining agreements, compensation, and benefits, and processing the final pay file.

### **Essential Job Functions**

Review vendor invoices, verifying accuracy, and match them to supporting documentation, including receipts, purchase orders, and contracts. Confirm adherence to Village's purchasing policies and processes.

Process all invoices and payables in accordance with department processes and policies. This may include follow-up with vendors and Village staff to resolve questions or issues that may arise.

Prepare and issue accounts payable checks, and prepare accounts payable ACH payments (once functionality is activated).

Update and maintain appropriate records.

Maintain vendor database with complete and accurate information, ensuring adequate documentation is on file prior to issuing payments. Prepare 1099s annually.

Respond and interact appropriately with vendors, citizens, and Village staff at all times, displaying a high degree of professionalism.

Maintain and update payroll records, including changes in tax exemptions, direct deposit information, employee deduction information and other data.

Review employee timesheets and leave submissions for accuracy and conformance with the Village's personnel policies and collective bargaining agreements. Process payroll bi-weekly.

Provide customer service as needed.

Back up for performing front counter cashier responsibilities.

Compile information and prepare a variety of reports, including the Village Board warrant report.

Perform basic clerical duties, including answering phones, responding to email, filing, and assisting other department staff, as needed.

Perform other duties as assigned.

### **Minimum Qualifications**

Graduation from high school or equivalent, completion of college coursework preferred but not required; at least three (3) years of experience in finance-related clerical work, with accounts payable focus in a municipal environment preferred; or any equivalent combination of training and experience that provides the knowledge, skills, and abilities to perform the duties of the position.

### **Required Skills and Competencies**

Knowledge of basic accounting and bookkeeping practices and procedures, including journal entry preparation.

Knowledge of federal and state laws and regulations relating to payroll.

Knowledge of collective bargaining agreements, retirement laws, record keeping, and compliance regulations.

Thorough knowledge of the principles and methods of office management and standard office procedures, systems, and equipment.

Ability to learn and apply various computer software applications and other computer functions associated with the Department.

Ability to learn payroll software.

Ability to maintain routine clerical and financial records and prepare appropriate reports.

Ability to type quickly and accurately utilizing alphanumeric computer keyboard.

Ability to perform arithmetic computations quickly and accurately.

Ability to exercise mature judgment, maintain confidentiality in the performance of duties, and make responsible decisions in accordance with established policies and procedures.

Ability to communicate effectively and professionally, both verbally and in writing.

Strong organizational and problem-solving skills, and the ability to think creatively to generate new ideas on how to improve operations.

Knowledge of the functions and departments of local government or the ability to acquire such knowledge during a reasonable period of training.

Ability to learn, understand, and adhere to all applicable safety policies and procedures of the Village.

Ability to establish and maintain effective working relationships with other employees, public officials, vendors, and the general public.

Skill in the operation and care of general office equipment, including a personal computer, 10-key adding machine, and high volume copy machines.

### **General Information**

The above statements are intended to describe the general nature, level of work, and types of duties that may be assigned to individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel. New duties, responsibilities, or skills may be assigned with or without notice.

The Village of Morton Grove is an Equal Opportunity Employer. All applicants will be considered for all positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability or any other legally protected status.

### **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.

**Work Environment:**

The noise level in the work environment is usually moderate.

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.