

**CITY OF BIG RAPIDS
JOB DESCRIPTION**

FINANCE/ACCOUNT CLERK

Supervised By: City Treasurer
Supervises: Trains and assigns work to work study employees and/or part time employees assigned to the Department.

Position Summary:

Under the supervision of the City Treasurer, serves as purchasing agent, processes accounts payable, maintains general ledger accounts, and performs accounting and bookkeeping functions. Greets and assists customers, performs receptionist duties, answers phones, accepts incoming payments, files and performs other general clerical support.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Serves as purchasing agent for the City. Administers purchasing activities in compliance with the City's purchasing policy. Solicits and opens bids, maintains bidder lists, processes requisitions and purchase orders, follows up on bids and authorized purchases. Monitors and orders routine office supplies for the City.
2. Processes accounts payable. Sorts and distributes incoming invoices to departments for approval and coding. Verifies vendor statements, investigates conflicting information and requests missing documents as needed. Maintains and updates vendor files.
3. Verifies charges made on City's purchasing card have corresponding receipt and investigates missing documentation.
4. Prints accounts payable checks and vouchers. Journalizes accounts payable entries.
5. Prepares 1099 income tax forms at year-end. Compiles and maintains necessary vendor and earnings information from various City departments. Processes tax exempt forms and credit applications.
6. Records all general ledger activity. Runs trial balances, checks for errors and makes corrective journal entries as required. Maintains accounting systems and procedures in accordance with generally acceptable account principles.
7. Enters data into a variety of databases and ensures the accuracy of entries.
8. Tracks payments made to Farmer's Market vendors and provides reports as requested.

9. Responds to utility billing inquiries made by phone and in person, providing necessary forms; reviewing paperwork, and taking appropriate action to resolve questions or concerns. Schedules work orders for the Water Department as requested by customers. Notifies supervisor of potential problems.
10. Maintains the cash drawer. Enters cash receipts and balances collections to Treasury Office records. Verifies and receipts in daily Dial-A-Ride fares and ticket sales.
11. Greets and assists visitors at City Hall. Directs visitors to desired departments and provides general information.
12. Assists customers at the window and on the phone. Receives and receipts payments, provides information, resolves customer complaints and directs customers to appropriate staff for further assistance, if needed.
13. Sorts and distributes incoming City mail.
14. Assumes the duties of the Finance/Utility Clerk in their absence.
15. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- An Associate's Degree in accounting or a related field.
- Two years of experience in a finance office, with a focus on bookkeeping or accounting duties.
- The City, at its discretion, may consider an alternative combination of formal education and work experience.
- Knowledge of general accounting and bookkeeping practices and procedures.
- Knowledge of modern office procedures.
- Knowledge of general municipal services and operations.
- Skill in accurately entering data, working with financial and numerical data, and efficiently processing transactions.
- Skill in reading and interpreting financial documents.
- Skill in maintaining complex public and confidential records systems according to statutory requirements, conducting research and preparing comprehensive and accurate reports.
- Skill in operating a multi-line phone system and taking accurate messages.

- Demonstrated skill and experience in the use of office equipment and technology, including Microsoft Suite applications and financial software and the ability to master particular software programs utilized by the City.
- Skill in assisting visitors and callers in a professional manner.
- Ability to effectively communicate ideas and concepts.
- Ability to establish and maintain effective working relationships and use good judgment, initiative, and resourcefulness when dealing with the public, elected officials, and other employees.
- Ability to understand and follow complex instructions, manage multiple tasks and work effectively under stress, within deadlines and with changes in work priority.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee occasionally must lift and/or move items of light to moderate weight.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

February 1, 2018