

City of Mahtomedi
Job Description

POSITION: Accounting Clerk – Part-time
DEPARTMENT: Administration
REPORTS TO: Finance Director

SUMMARY

Performs intermediate technical and administrative support work in accounting to include processing payments and receivables, balancing accounts, journalizing transactions, compiling financial statements, providing clerical support and related work as apparent or assigned. Work is performed under the limited supervision of the Finance Director.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS OF THE POSITION

Prepares, matches, verifies and codes purchase orders, invoices and vouchers for the City.

Performs accounts receivable activities including preparation and review of various journals, accounts, ledgers, receipts and reconciliations.

Performs data collection, analysis and support activities using systems applications.

Prepares/files various government/business reports and forms.

Performs various administrative support services associated with general reception, payroll, utility billing, City elections, commission information and special projects.

EDUCATION and/or EXPERIENCE

High school diploma or GED and considerable experience in A/P, A/R accounting and related customer service; municipal government experience preferred, or equivalent combination of education and experience. Associates/Technical degree preferred.

KNOWLEDGE, SKILLS and ABILITIES

General knowledge of bookkeeping/accounting terminology, methods and procedures; general knowledge of the City payroll system, benefit program, ordinances, fee schedule and policies; general knowledge of standard and special office procedures, practices and equipment; thorough analytical skill; ability to perform accurate and complex accounting functions with integrity and dependability; ability to explain utility billing, zoning issues, code requirements and subdivision, rezoning, variance, and other land use application processes; ability to understand and follow oral and written directions; ability to communicate effectively orally and in writing; ability to operate standard office equipment including related hardware and software including accounting specific software; ability to type accurately at a reasonable rate of speed; ability to establish and follow work procedures and think conceptually; ability to post accounts and to perform mathematical computations; ability to read, interpret and prepare documents, reports, correspondence and manuals; ability to participate in after-hours meetings; ability to handle currency and make change; ability to maintain complete and accurate records in proper sequence; ability to establish and maintain effective working relationships with associates, vendors and the general public.

PHYSICAL REQUIREMENTS

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting and using hands to finger, handle or feel, frequently requires speaking or hearing and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

SPECIAL REQUIREMENTS

3-Year Municipal Clerk's certification preferred.
Accounting software training.