



<b>JOB TITLE</b> Accounting Clerk II	<b>DATE</b> April 4, 2006
<b>DEPARTMENT</b> Finance & Records	<b>COMPARABLE WORTH RATING</b>
<b>REPORTS TO</b> –Director of Finance & Records	

**SCOPE OF POSITION:**

General Statement of Duties: Perform computer input and general office duties involved with the operations of the Department of Finance & Records.

Equipment Used: Telephone, computer, copy machine, calculator, election machines, etc.

Work Environment: Indoor, controlled office setting.

Supervision Received: Works under the direction of the Finance Director and Accountants

Supervision Exercised: None.

**PERFORMANCE RESPONSIBILITIES:**

The following list, not intended to be all inclusive, is a general list, intended to be flexible in order to provide for adequate cross training, of the computer clerks' duties; specific duties will vary depending upon the direction of the Finance Director:

- Receive instructions from Finance Director.
- Perform various accounts payable functions.
- Process payroll including inputting wage and deduction information.
- Maintain deduction and accumulated leave time records and payroll schedules.
- Computer input of receipts, accounts payable, and journal entries into fund accounting system.
- Generate accounts payable and payroll checks
- Print computer reports relating to accounts payable, payroll, and accounting.
- File accounting source documents.
- Prepare accounts payable checks for mailing to vendors and payroll checks for distribution to employees and deductions remittances.
- Maintain insurance and fixed asset records
- Process garbage and sewer billings including rate changes, adjusting customer accounts, refunds, etc.
- Prepare invoices and maintain accounts receivable files.
- Monitor receipts of retiree/COBRA insurance payments.
- Plan, organize and maintain department's general filing system.
- Type general letters and reports relating to finance.
- Answer routine letters and memorandum independently.
- Assist in activities related to City's bus transit system.
- Maintain cemetery records and deeds.
- Assist in election activities.



- Receive instructions from County Auditor and Secretary of State relating to election activities.
- Maintain and process voter registration information and absentee ballots.
- Maintain precinct finders.
- Prepare election supplies for delivery to precincts.
- Issue licenses and certified birth and death certificates.
- Answer telephone, attend counter, give out information, and answer inquires about department standards and procedures.
- Process out-going mail and deliver to post office.
- Compile reports for grant and program costs.

**KNOWLEDGE, SKILLS, ABILITIES:**


- Considerable ability to communicate tactfully and effectively with elected officials, City staff, and the general public.
- Considerable ability to organize work well.
- Considerable ability to understand problems and give clear and satisfactory explanations.
- Considerable ability to prioritize work projects and work independently in the absence of specific instructions.
- Considerable ability to use computer, calculator, and other office machines.
- Considerable knowledge of spread sheets, general ledger, and payroll accounting software and word processing.
- Physical Efforts: Minimal physical exertion extended sitting, ability to lift up to 20 pounds.

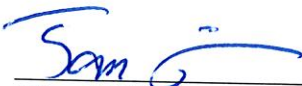
**MINIMUM QUALIFICATIONS:**

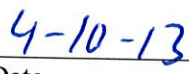
- Education: Two-year degree in Finance or Accounting, or combination of equivalent education and experience.
- Data processing experience relating to accounting, accounts payable, and payroll.
- Must be able to work effectively with the City Council, staff, and public in order to obtain desired results.
- Ability to follow directives, policies, and procedures which apply to governmental fund accounting, invoice processing, and payroll processing.
- Self-motivated; ability to work independently, yet a team worker.

REVIEWED AND APPROVED BY:

  
\_\_\_\_\_  
Staff Representative – AFSCME

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City of Hibbing – Administrator

  
\_\_\_\_\_  
Date