City of *WILLMAR*

ACCOUNTING CLERK

APPROVED:	April 5, 2000
REVISED:	*May 4, 2009*
REVISED:	*April 10, 2014*
REVISED:	

Position Title: Accounting Clerk
Department: Finance
Department Head: Finance Director
Immediate Supervisor: Accounting Supervisor
Pay Range: 4 **FLSA Status:** Non-exempt

Purpose
Performs non-supervisory technical/clerical work with responsibility for performing moderately complex tasks in accounts receivable, accounts payable, cash receipts, fixed assets, budget, Payroll support and financial record keeping. Decisions are made in accordance with established procedures although variety and complexity may be great. Independence of work activity is expected.

Organizational Relationships
Communicates with: *Internally* - all City employees, Rice Hospital, Willmar Municipal Utilities; *Externally* - County personnel, PERA staff, Blue Cross, state and federal agencies, National Benefits, Great West, Minnesota Mutual, MN State Retirement, CDS, Willmar employees' exclusive representatives, MBA, MN NCPERS, BRC, American Business Forms, Berkely Administrators, RCM Data Corporation., H&T Corporation and Print House.
Supervises: None

ESSENTIAL FUNCTIONS
Process the complete payroll cycle by verifying and inputting time sheets, writing checks, printing and distributing reports, updating files and mailing vendor checks, making tax payments and completing/submitting quarterly and annual reports including W-2s. Calculate and or disburse special payments such as clothing allowance, merit pay and back pay.
Answer phone for Finance Department, greet visitors and direct to appropriate staff.
Perform nightly back-ups on AS400 and off-site back-ups
Process billing requests by typing invoices, preparing statements and handling collections.
Process all monthly insurance payments.
Calculate employee salaries and benefits for budgeting purposes as well as actual payment schedules; and review and use collective bargaining agreements for applicable wage and benefit information.
Track employees' paid time off such as personal leave days, vacation and sick leave, donated sick leave hours, and family and medical leave.
Respond to various surveys through telephone contact and completing hard copy questionnaires.
Calculate and submit billing requests for employees who need to be billed for benefits.
Prepare worksheet regarding unemployment reports and salary payments for auditing purposes.
Process daily cash receipts
Process all City bills through verifying and coding invoices, printing checks, maintaining W-9's on vendors, and handling Electronic Fund Transfers.

ESSENTIAL FUNCTIONS (Continued)

Gather, compile and compute the monthly sales/use tax to be reported to the State of Minnesota; process requisition for payment

Annually calculate project worker's compensation costs.

Verify worker's compensation checks and jury pay checks with contract provisions and time missed from work.

Order all necessary supplies such as blank checks/time sheets/ W-2s, paper and other stock supplies.

Track employee participation in deferred compensation program; make adjustments on computer as needed; and keep up-to-date on relevant government guidelines.

Load upgrades on the AS400 when applicable.

Track certain retirees' benefits; track participants in City's sick leave conversion program, make appropriate adjustments to employees' health insurance premiums; enter information on W-2; and track City's contribution for health insurance premiums under retiree buy-out program.

Provide support for budgeting process; prepare a variety of worksheets relating to employee salaries and benefits; input proposed requests into computer; run computer reports according to various sorts; prepare computer-generated summary sheets; balance totals, including personal services and capital outlay items; and prepare sufficient number of copies of budget.

Prepare worksheets for "Actual Salaries versus Budgeted Salaries" and "Back Pay Costs versus Budgeted Salaries" for journal entries.

Process and maintain the flexible spending accounts program.

Maintain the payroll book, employee numbering book, employee ro-lo-dex and a job duties and instruction book.

Perform year-end special assessments through reconciliation with the general ledger.

Perform year-end expenditure process through balancing fixed asset accounts, printing 1099's and calculating encumbrances and prepaids.

Account for miscellaneous payables and process requisitions for payment.

Keep records on all contracts/leases/agreements that require billing; maintain summary sheets for reference.

Maintain records on Eagle Lake Sewer District, bill the County monthly and processes all correspondence from them relating to the district.

Troubleshoot problems with printers, computers, cash receipts systems and software problems.

Answer questions from other departments concerning payable/receivables, fixed assets, payments, coding of receipts, reports, etc.

Keep up-to-date on law changes and procedural issues by attending class, seminars and other training; and review pertinent correspondence and literature received at office.

Other Duties and Responsibilities

Works on various projects and miscellaneous tasks as assigned by Supervisor personnel

Maintain a list of all Rice Hospital, MUC, and City employees regarding who is on the fuel system. Perform other related duties as assigned or apparent.

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Required Knowledge, Skills and Abilities

Knowledge of and ability to apply departmental policies, procedures and practices as well as provisions of the City's personnel policy, collective bargaining agreements and safety policy.
Knowledge of, and ability to apply to position's work tasks, applicable accounting/bookkeeping procedures, state and federal laws/rules/regulations and insurance company provisions.
Ability to organize and prioritize work tasks and be self-motivated.
Ability to complete tasks in a thorough and timely manner with appropriate level of documentation.
Ability to work on multiple ongoing tasks with sufficient attention to detail.
Ability to understand and follow written and verbal instructions.
Ability to initiate routine tasks and work with little supervision.
Ability to be flexible in work tasks.
Ability to establish and maintain effective working relationships with others.
Ability to use departmental office equipment and machines.
Ability to understand and use City's accounting and network software applications.
Ability to produce work results with 100% completeness and accuracy.
Ability to work with confidential information with an appropriate level of discretion.
Ability to respond, orally and in writing, to employees' payroll-related questions.
Ability to establish effective work relationships with others and exercise appropriate interpersonal and communications skills.

Machines, tools and equipment used: AS400, personal computer, printers, typewriter, copiers, fax, binding machine, calculator and phone.

Working Conditions

Works in typical office setting sitting for extended periods of time working at computer and desk. Use fine motor skills and performs repetitive movements and some lifting of object such as office supplies and files. Uses near vision, hearing, and sense of touch.

Minimum Qualifications

Associate's degree in accounting or three to five years of previous accounting experience. Any combination of education and experience may be considered.