

**ADMINISTRATION DEPARTMENT
JOB DESCRIPTION**

ACCOUNTING SPECIALIST

EXEMPT: No

UNION: No

GENERAL STATEMENT OF JOB:

This position assists the Financial Operations Manager in the performance of routine and complex clerical, accounting, and administrative work in accounts payable, accounts receivable, payroll, and general administration.

EXAMPLES OF WORK PERFORMED:

Section 1. Specific Activities

- 1.1 Codes receipts, reconciles daily cash, and keeps such records as needed to verify cash balances.
- 1.2 Responds to and researches questions from the public, city departments, vendors, and all other inquiries within the responsibilities of the Administration Department.
- 1.3 Prepares and verifies payroll; disperses and collects time cards.
- 1.4 Does payroll change notices for Water & Sewer and City employees.
- 1.5 Posts journal entries.
- 1.6 Prepares work study payroll and voucher payments to University of Wisconsin Platteville.
- 1.7 Prepares invoices and distributes to proper accounts; enters in computer.
- 1.8 Performs computer backups as needed.
- 1.9 Calculates and collects state taxes, monthly federal taxes, medical premiums, retirement sums, etc. Answers employee questions regarding payroll checks.
- 1.1 Collects money and issues receipts.
- 1.10 Maintains general knowledge of finance and clerk positions to act in absence of Financial Operations Manager and/or City Clerk.

- 1.11 Enters out-of-order checks by account number. Checks out, posts outstanding check list, and reconciles bank statements and cash account monthly.
- 1.12 Reconciles all ambulance billings.
- 1.13 Assists with cemetery duties.
- 1.14 Assists with election duties as requested.
- 1.15 Purchases office supplies.
- 1.16 Prepares bank deposits. Takes deposits and other financial information to bank as needed.
- 1.17 Maintains accounts receivables data. Verifies and reports information as needed.
- 1.18 Verifies and reports special assessments. Sends out reminders and prepares amounts to be reported on the tax roll.
- 1.19 Performs accounting software updates.
- 1.20 Performs collection duties and accounts payable for Water & Sewer as needed.

Section 2. Peripheral Activities

- 2.1 Provides clerical or technical support to other finance staff as required.
- 2.2 Performs other duties as requested or as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Wide range of intellectual and practical problems; nonverbal symbolism; comprehend most abstruse concepts. Arithmetic calculations involving fractions, decimals, and percentages. Working knowledge of governmental accounting principles and practices.

Skill in the operation of listed tools and equipment.

Ability to compose original correspondence, follow technical manuals, and have increased contact with people. Ability to communicate effectively, verbally or in writing, with customers, employees, general public; with suppliers/vendors for vouchers and purchases; with community or trade/professional organizations for information; Federal/State governmental or regulatory agencies for reports. Ability to establish successful working relationships with other employees in finance, insurance, and clerk's office to complete duties that are interconnected. Employee will be familiar with details of job to do it reasonably well within 6 months.

TOOLS AND EQUIPMENT USED:

Computer with word processing, database, spreadsheet, and payroll/budget programs; typewriter; copy machine; calculator; telephone; check protector; folder/insert; fax machine; voting machines; and mail machine.

CONFIDENTIAL DATA:

Confidential information includes W2-W4 information, personal employee data, ambulance charges, health insurance files, minutes of a closed session as Deputy Clerk, and information pertaining to Deputy Treasurer.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee constantly sits; keyboards; uses repetitive movements; uses eye-hand coordination; hears. Employee frequently stands; reaches; grasps; holds; talks; uses the telephone; has contact with general public/customers; climbs stairs. Employee occasionally walks; drives motor vehicles; works alone; stoops, kneels, crouches, or crawls; climbs ladders.

Employee must be able to frequently lift up to 25 pounds; occasionally lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

The following elements serve to identify the required acceptable experience and qualifications:

1. Minimum education: High School Degree, or GED equivalent; plus 2-3 years of other schooling including course work in accounting, bookkeeping, and computers; and
2. Related work experience of 6 months to 1 year, or
3. Any equivalent combination of education and experience.
4. Valid Wisconsin drivers' license.
5. Notary Public.

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

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

While performing the duties of this job, employee is occasionally exposed to noise; temperature extremes with heat and air conditioning; significant work pace/pressure producing payroll and vouchers, budget and tax season, pool season, end of month duties.

POSITION ACCOUNTABILITY:

REPORTS TO: Financial Operations Manager

SUPERVISION EXERCISED: In the absence of the Financial Operations Manager, the position is in charge of the Administration Department.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY OF PLATTEVILLE VALUES

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a “Can Do Spirit” • Acting as Good Stewards of the City’s Resources • Ensuring Our Safety and the Safety of Others

Approved by Common Council: 6/12/01

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