

**ADMINISTRATION DEPARTMENT
JOB DESCRIPTION**

ACCOUNTING SPECIALIST

EXEMPT: No

UNION: No

GENERAL STATEMENT OF JOB:

This position assists the Financial Operations Manager (FOM) 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:

General

- 1.1 Responds to and researches questions from the public, city departments, vendors, and all other inquiries within the responsibilities of the Administration Department.
- 1.2 Processes payments from walk-in customers.
- 1.3 Posts journal entries.
- 1.4 Purchases office supplies.
- 1.5 Maintains general knowledge of finance position to provide backup in absence of Financial Operations Manager.
- 1.6 Verifies and reports special assessments. Sends out reminders and prepares amounts to be reported on the tax roll.
- 1.7 Performs collection duties for Water & Sewer as needed.
- 1.8 Provides clerical or technical support to other finance staff as required.
- 1.9 Assists with preparation of audit documentation and reports.
- 1.10 Assists with tax roll notices annually.
- 1.11 Performs other duties as requested or as needed.

Specific Activities – Payroll / Benefits

- 1.12 Prepares and verifies payroll; collects time cards.
- 1.13 Coordinates Team Action Forms for Water & Sewer and City employees.
- 1.14 Prepares work study payroll and voucher payments to University of Wisconsin Platteville.
- 1.15 Calculates and collects state taxes, monthly federal taxes, medical premiums, retirement sums, etc.
- 1.16 Serves as a resource for employees with questions regarding payroll checks.
- 1.17 Assists with preparation of W-2's/W-3's as needed.
- 1.18 Provides benefit orientation, reviews benefit and associated documentation for new employees.

- 1.19 Reviews employment documentation with new employees (I-9, withholding forms, direct deposit form).
- 1.20 Submits all benefit and employment documentation to appropriate agencies.
- 1.21 Assists with administration of all benefit and retirement programs.
- 1.22 Assists with administration of FMLA and other leaves of absence.
- 1.23 Responds to benefit inquiries from managers and employees on benefit enrollments, plan provisions, status changes, and other general inquiries.
- 1.24 Prepares wage and fringe spreadsheet for budgets.

Specific Activities – Accounts Receivable

- 1.25 Prepares invoices and distributes to proper accounts; enters invoices into A/R module.
- 1.26 Records all payments received through collection agencies and TRIP.

Specific Activities – Accounts Payable

- 1.27 Maintains vendor master file, keeping vendor information updated.
- 1.28 Collects departmental invoices, verifies approval and account number. Creates spreadsheets for allocation of charges to departments as needed; enters into A/P module
- 1.29 Processes payments to vendors, taking advantage of discount opportunities.
- 1.30 Reviews invoices for sales tax administration.
- 1.31 Verifies charges on employee expense reports according to City reimbursement policy.
- 1.32 Assists with preparation of 1099's as needed.

Specific Activities – Cash

- 1.33 Codes receipts, reconciles daily cash, and keeps such records as needed to verify cash balances, notifies FOM of cash transfers.
- 1.34 Reconciles monthly bank statements and cash accounts.
- 1.35 Prepares bank deposits and posts miscellaneous direct deposits to the general ledger. Takes deposits and other financial information to bank as needed.

Specific Activities – Utility Billing

- 1.36 Downloads meter reading to water and sewer billing system to generate statements and reports.
- 1.37 Prepares monthly utility bills and other related bills and notices including final bills, past due notices and disconnect warning notices. Processes new or cancelled accounts, meter changes, or other similar utility billing activities as required.
- 1.38 Manages disconnection process including communication with field crew and customers
- 1.39 Receives and posts cash, check and credit card payments to customer accounts, prepares auto payments.
- 1.40 Receives and responds to staff and customer queries on billings, meter readings

and other customer service issues. Researches, interprets, and analyzes account history to resolve billing questions on meter readings. Handles customer questions and/or complaints in an efficient and friendly manner. Resolves problems requiring immediate attention, and verifies that underlying systematic or process issues have been addressed.

- 1.41 Performs analysis to identify and troubleshoot problematic meters. Directs water meter reading personnel to perform manual readings if necessary, and advises maintenance department of problems with meters, readings and any customer complaints.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Solve a wide range of intellectual and practical problems; variety of variables with limited standardization; interpret instructions; 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. Ability to work with angry or difficult customers. Employee will be familiar with details of job to do it reasonably well within 6 months.

TOOLS AND EQUIPMENT USED:

Computer; printer/copier/fax; calculator; telephone; remote capture check scanner; folder/insert; mail processor.

CONFIDENTIAL DATA:

Confidential information includes all personal employee data, and other information as may be defined as confidential.

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. 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, invoices, and vouchers; audit, budget and tax season; and end of month duties.

POSITION ACCOUNTABILITY:

REPORTS TO: Financial Operations Manager

SUPERVISION EXERCISED: None.

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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