



## **PT Account Clerk, City of Sycamore**

The City of Sycamore is seeking a Part-time Account Clerk within the Finance Department. The Part-time Account Clerk reports directly to the Accounting Supervisor. This position is created and governed by City Code and City policies and shall comply with Federal, State and Local rules and regulations governing the position.

The position of Part-time Account Clerk is responsible for the routine accounting and clerical duties of the Administration Department and performs related duties including but not limited to month-end and year-end reconciliation, researching vendor statements, and periodic payroll entry.

Minimum qualifications required:

- High School graduation is required.
- Associates degree or higher preferred

This is a non-exempt, part-time AFSCME Local 3957 position. The starting hourly wage is \$16.66. Candidates must meet the 20-mile residency requirement.

Please visit our website to view the full job description at [www.cityofsycamore.com](http://www.cityofsycamore.com). All interested individuals should submit an application directly to the Human Resources Department. Any questions or inquiries can should be directed to Human Resources Director, Maggie Peck at 815-895-0786 or [mpeck@cityofsycamore.com](mailto:mpeck@cityofsycamore.com).

**The City of Sycamore is an Equal Opportunity Employer**

## CITY OF SYCAMORE

### JOB DESCRIPTION

**Date Approved:** January 4, 2017

**Position Title:** Part-time Accounts Payable Clerk

**Group:** Administration

**Reports To:** Accounting Supervisor

**FLSA Status:** Non-Exempt; represented by AFSCME Local 3957

### JOB SUMMARY

The position of part-time Account Clerk is assigned to the Finance office of the Administration Department and is under the direct supervision of the Accounting Supervisor. The Account Clerk is responsible for the routine accounting and clerical duties of the Administration Department and also performs related duties as required.

### EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

**1. Financial Services:**

Accounts Payable functions including:

- Set-up and maintenance of the database of vendors, including CVL.
- Processing and distribution of invoices to appropriate departments.
- Inputting of all expenditures into the computer system and issuing checks to vendors.
- Preparation of records, account statements, purchase orders, and form letters.
- Balancing and replenishing the petty cash drawer.
- Researching vendor statements, phone calls, and discrepancies.
- Provide information to the public, vendors, and City staff concerning City payment and procurement policies and procedures.
- Periodic payroll data-entry.
- Maintenance of all Accounts Payable files.

**2. Other Tasks as Assigned:**

- Special projects as assigned by the Accounting Supervisor and / or City Treasurer.
- Assist in the preparation for the annual financial audit.
- Assist with month-end and year-end reconciliations and closings.
- Assist with day-to-day collection of the City's transfer tax.
- Assist with citizen and/or employee inquiries by phone or in person.
- Reads and replenishes postage meter funds.

## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Knowledge of accounting practices, procedures, and office terminology.
- General knowledge of office equipment including the personal computer, copy machine, adding machine, FAX machine, and typewriter.
- Proficiency in English and business arithmetic.
- Ability to type or word process from clear copy to rough draft at a reasonable rate of speed.
- Ability to meet deadlines and with the public.
- Ability to understand and follow simple oral and written directions.
- Ability to present material in succinct form.
- Ability to work a 25-27.50 hours work week.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain cooperative working relationships with supervisors, coworkers, vendors, and the public.
- Ability to maintain confidentiality.
- **Strong dedication to customer service.**

## **MINIMUM QUALIFICATIONS REQUIRED**

### **Education:**

- High school diploma or equivalent.
- Associates degree or higher preferred. Supplemental course work in clerical or accounting areas is also desirable.

### **Experience:**

- Two years of data entry, clerical, accounting, or related work is required.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT CONDITIONS**

The physical demands and work environment conditions described 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.

Must possess the mobility to work in a standard office setting and use standard office equipment, including a computer. Sight is required for reading printed materials and a computer screen. Hearing is required for taking instructions or information from others either in person or by telephone. Speech is required for communicating with others. This is primarily a sedentary position, although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Occasional bending, stooping, kneeling, reaching, pushing and pulling drawers open and closed may be necessary to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing City policies and procedures.