

**CITY OF SYCAMORE  
JOB DESCRIPTION**

**Date Approved:**       **January 2018**  
**Position Title:**       **Account Clerk**  
**Group:**               **Administration**  
**Reports To:**         **Accounting Supervisor**  
**FLSA Status:**       **Non-Exempt; represented by AFSCME Local 3957**

**JOB SUMMARY**

The position of 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:**

May perform Accounts Payable functions including:

- Set-up and maintenance of the database of vendors.
- Processing and distribution of invoices to appropriate departments, including certified vendor forms.
- Inputting of all expenditures into the computer system and issuing checks to vendors.
- Assist with month-end and year-end closings.
- Preparation of records, account statements, purchase orders, and form letters.
- Balancing and replenishing the petty cash drawer.
- Researching vendor statements, phone calls, and discrepancies.
- Maintenance of all Accounts Payable files.
- Provide information to the public, vendors, and City staff concerning City payment and procurement policies and procedures.
- Payroll data-entry.
- Day-to-day collection of the City's transfer tax.
- Assist in the preparation for the annual financial audit.
- Collect and process W-9 forms.
- Assist with citizen and/or employee inquiries by phone or in person.

May perform Accounts Receivable functions including:

- Maintenance of all Accounts Receivable files.
- Responsible for answering Finance Office main phone line.
- Accept, process and file all utility billing direct debit forms.
- Collect occupancy survey data and file.
- Accept impact fee payments and prepare reports for monthly distribution.

- Prepare and record liens at the County.
- Accepting revenue for City billings.
- Processing invoices for collections for City services, including water billings.
- Maintaining confidentiality concerning billing issues.
- Preparing and making bank deposits and/or transfers.
- Assisting with the monthly bank reconciliations, including clearing checks.
- Post water bill payments including E-pay.
- Assist with month-end and year-end closings.
- Assist in the preparation for the annual financial audit.
- Payroll data-entry.
- Day-to-day collection of the City's transfer tax.
- Assisting with citizen and/or employee inquiries by phone or in person.

**2. Administrative Services:**

- Reads and replenishes postage meter funds.
- Coordinate record retention of Finance files.

**3. Other Tasks as Assigned:**

- Periodically responds to special projects as assigned by the City Manager or the City Treasurer.

**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 work under pressure 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 40-hour workweek with periodic overtime.
- 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.