

Account Clerk

CITY OF SYCAMORE, ILLINOIS

The City of Sycamore, population 17,519, located about 60 miles west of Chicago, seeks qualified professionals as candidates to serve as Account Clerk.

The position of Account Clerk is a full-time position assigned to the Business Office of the Administration Department and is under the direct supervision of the Finance Director. The Account Clerk is responsible for the routine accounting and clerical duties of the Administration Department and also performs related duties as required. This position offers an excellent benefits package with a starting salary of \$45,954.40. This position is covered by the rules and regulations found in the City's annual salary ordinance, City Code, and Employee Handbook. Must reside within 20 miles of the DeKalb County Courthouse within one year of hire, per Municipal Code.

Submit applications to City of Sycamore, c/o Acting City Manager Maggie Peck, at 308 West State Street, Sycamore Illinois 60178. The complete application packet is available on the City's website at www.cityofsycamore.com. Applications will be accepted on an ongoing basis until the position is filled. For questions or inquiries please call 815-895-6746.

City of Sycamore is committed to equal employment opportunity and employs all qualified persons without regard to race, color, religion, national origin, sex, age, handicap, or any other classification protected by the federal, state or local laws.



Community Overview

The City of Sycamore is the county seat of DeKalb County and is located in north central Illinois, approximately 60 miles west of the City of Chicago and 30 miles southeast of the City of Rockford. The City encompasses an area of 9.74 square miles and is served by Illinois Routes 23 and 64 which provide easy access to Interstates 88, 39, and 90. Other state highways in close proximity include Illinois Routes 38 and 72.

Sycamore has its origins in a claim established on the north bank of the East Branch of the Kishwaukee River, then called the Sycamore River, in 1835. The present location was surveyed as a village plat in 1836 and a county seat controversy was settled in Sycamore's favor in 1839.

In 1858, Sycamore was incorporated as a village and in 1869 the community was organized as a city. By the early 1880's Sycamore had developed a substantial industrial base including the Marsh Harvester Manufacturing Company, the Reuben Ellwood Manufacturing Company and the Sycamore Preserve Works. Though not extensive, this manufacturing presence helped push the City's population to 3,300 in 1900.

The 2010 census placed the Sycamore population at 17,519.

The community's geographic area has become considerably more diverse in its economic profile in recent decades, owing in no small part to the influence of Northern Illinois University. The geographic, political, and social center of Sycamore in 2014 remains the courthouse, downtown central business district, and nearby historic homes. In no small way, the historic architecture and walkable business district convey a gracious charm that fits the popular image of the ideal small town.

Municipal Organization

The City of Sycamore is a Council-Manager form of government. This form of government was passed by referendum in 2003. Alderpersons are elected, two in each of the four wards, and the aldermanic elections are held every two years, at which time half of the City Council is elected. The Mayor is elected at large every four years. The City Manager is appointed by the City Council, and the City Manager appoints all other employees. Elected officials determine policy, while professional, appointed officials implement policy. Departments include: Administration, Community Development, City Clerk, Fire, Police and Public Works.



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.
- 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.
- Periodic payroll data-entry.
- Day-to-day collection of the City's transfer tax.
- Assist in the preparation for the annual financial audit.
- Assisting with citizen and/or employee inquiries by phone or in person.

May perform Accounts Receivable functions, including:

- Maintenance of all Accounts Receivable files.
- 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.
- Processing Medicare and Medicaid claims for ambulance services.
- Assisting with the monthly bank reconciliations.
- Assist with month-end and year-end closings.
- Assist in the preparation for the annual financial audit.
- Periodic 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

- Maintains office supply inventory.
- Reads and replenishes postage meter funds.

3. Other Tasks as Assigned

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

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 is required.
- Associates degree or higher preferred. Supplemental coursework 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.