

POSITION DESCRIPTION
City of Brewer

Class Title: Accounting Clerk
Department: Finance
Location: Brewer City Hall

GENERAL PURPOSE

Performs routine accounts payable, bookkeeping, general clerical, customer service, telephone, and administrative work.

SUPERVISION RECEIVED:

Works under the general supervision of the Deputy Finance Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Accounting-related duties and responsibilities:

Maintains accounts payable (AP) system and master vendor list for the City. Processes claims, reimbursements and vouchers for payment; resolves AP issues within area of authority and responsibility. Prepares all weekly accounts payable warrants; creates weekly warrant summary for City Manager; uploads ACH / EFT payments and positive pay AP files to bank; and verifies enclosures, fold/seals, mails checks. Handles any returned AP checks, by tracking down updated contact information.

Collects, organizes, and verifies accuracy of data before it is entered into the computer database. Extracts alphabetic, numeric, or symbolic data from original paper documents and enters data into a computer following a specified format.

Creates weekly purchase card transaction spreadsheet and distributes to departmental purchase card coordinators. Receives weekly purchase card receipts from departments and verifies proper documentation. Reconciles these receipts to the purchase card system (Works). Exports and imports purchase card transactions from the Works system into the Munis system.

Imports monthly payroll warrant (fringe benefit payments) into the AP system for payment.

Maintains chronological listings of AP checks and EFTs processed by the City.

Communicates all cash effected transactions (voids, EFTs, cashed check report, etc..) to Senior Accounting Clerk.

Ensures compliance with all Federal and State laws (Forms W-9, 1096, and 1099) regarding accounts payable, as well as City policies and procedures. Maintains and updates manual W-9 and vendor EFT request forms files. Primary contact for City employees with Purchase Order and Purchase Card (Works System) questions and problems. Assists other departments with purchase order printing, closing and updating liquidation amounts.

Maintains file for all City blanket purchase orders and creates/processes blanket purchase orders for the Finance Department.

Primary vendor contact for Finance Department. Secondary contact for all other City vendors, and primary for payment issues.

Clears cashed checks from the accounting system on a monthly basis for all AP and payroll bank accounts; voids checks in the AP and bank systems as needed.

Maintains City utility account and authorized buyer listings.

Performs the annual accounting and reporting for “Abandoned Property” to the State of Maine. This includes tracking/maintaining internal files, as well as communications with vendors.

Performs the annual reporting of Forms 1096 and 1099 vendor payments to the recipient, IRS and ME Department of Revenue. Shares listing with others for worker’s compensation insurance and/or audit purposes.

Budget analysis, research and assistance, as assigned. This includes inputting and reviewing data and assembly of budget binders.

Creates annual open purchase order listings and distributes to departments. Work with Deputy Finance Director to create encumbrance listing to carry into next fiscal year.

Assists with annual audit preparations and needs during the audit process.

Provides periodic coverage of the Tax Counter in a backup capacity. Requires being trained in cash receipting, motor vehicle, ATV, boat and snowmobile registrations, hunting and fishing licenses, and other transactions.

Office administration-related duties and responsibilities:

Coordinates and maintains all Finance Department AP records under a records management plan.

Files journals in binders (creates spine and binder covers), all AP invoices, statements, invoice edits, warrants and all other AP related files.

Sorts daily mail and distributes to all departments.

Serves as Notary as needed.

Provides primary phone answering and help in office reception.

Responsible for the ordering of office supplies for the Finance Department and Tax Office. Monitors upkeep and supplies for printers. Maintains inventory of hardware and software.

Composes, types and edits a variety of correspondence, reports, memoranda, and other material requiring judgement as to content accuracy, and completeness.

Maintain department staff call / text listing.

PERIPHERAL DUTIES

- Provides clerical support to other finance staff as required, especially in backup capacity.
- Answers payroll-related questions periodically from employees.
- Works closely with the School Departments AP person to ensure a seamless AP process.
- Track incoming and process all outgoing Finance Department holiday cards.
- Completes any other requested task necessary for the running of the Finance Department.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from an high school or GED equivalent with specialized course work in accounting, general office practices, or data processing, and
- (B) Two (2) years of increasingly responsible related experience, or
- (C) Any equivalent combination of education and experience.
- (D) Two year business type college degree is a strong plus, or direct municipal work.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; working knowledge of governmental accounting principles and practices.
- (B) Skill in operating listed tools and equipment.
- (C) Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or with frequent interruptions.

SPECIAL REQUIREMENTS

None.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; central financial computer; 10-key calculator, phone, scan, fax and copy machine. Various web based software programs requiring the import / export of data.

PHYSICAL DEMANDS

The physical demands 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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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.

The noise level in the work environment is usually moderately quiet.

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 a 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.

Approval: _____ Approval: _____
Supervisor Appointing Authority

Copy Received: _____
Employee

Effective Date:

April 11, 2005
July 17, 2006
January 24, 2007
August 30, 2011
February 1, 2020

Revision History:

Revised to include some of duties of former AP Technician position
Revised to remove tax counter backup; payroll journal review.
Added tax counter backup duties.
General update of duties and responsibilities
General update of duties and responsibilities

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