

## **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 Accounting Manager.

#### **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 invoices, 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.

Ensures compliance with all Federal and State laws regarding accounts payable (Forms W-9, 1096, and 1099), as well as City policies and procedures. Maintains and updates vendor W-9 and EFT request form files. 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 workers compensation insurance and/or audit purposes.

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

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.

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.

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

Maintains City utility account and authorized buyer listings.

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.

Reconciles all cash accounts monthly. 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.

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

Prepares journal entries for review and posting by Accounting Manager.

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.

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.

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:

Provides primary phone answering and help in office reception.

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.

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.

Serves as Notary as needed.

### **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 Department's 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 a 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, spreadsheets, electronic data processing and other current office practices and procedures.
- (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 Microsoft Word and Excel software; Tyler Technologies Enterprise ERP/MUNIS accounting software; 10-key calculator, multi-line phone, printer, scanner, 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 as well as use hands to operate, finger, handle, or feel objects, tools, or controls. The employee is occasionally required to walk 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, credit and background checks; 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: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
Appointing Authority

Copy Received: \_\_\_\_\_  
Employee Date

### Effective Date:

April 11, 2005  
July 17, 2006  
January 24, 2007  
August 30, 2011  
January 21, 2020  
January 29, 2024

### 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  
General update of duties and responsibilities

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