



## **JOB ANNOUNCEMENT**

### **POSITION TITLE AND DEPARTMENT/DIVISION:**

Accounting Clerk with Finance Department

### **POSITION CLASSIFICATION AND HOURS:**

Regular Appointment, Full-Time

### **JOB SUMMARY:**

The Accounting Clerk I performs cashier duties, may also perform other accounting duties as assigned including but not limited to cashier, payroll and purchasing.

This position works under the direct supervision of the Accounting Supervisor and may take functional direction from the Finance Director. This is considered an entry level to intermediate position where work is performed according to established procedures with little variance from those procedures required.

This position involves extensive contact with department employees, other departments, the public, and external businesses, agencies, and organizations.

The Accounting Clerk position requires a tactful, pleasant, courteous, and diplomatic manner, and a neat appearance.

### **ESSENTIAL JOB FUNCTIONS**

1. Receives in person, and through mail, cash or checks in payment for city utility bills, sales taxes, and various city services.
2. Cashes checks for city residents, area workers and visitors.
3. Enters all cashier transactions in a computerized system.
4. Coordinate daily computer data download of cashier information to the accounts receivable computer system.
5. Monitors past due accounts and sends payment reminders.
6. Balances cash on hand with receipts.
7. Prepares bank deposits and requests cash orders.
8. Reconciles bank statements to general ledger accounts.
9. Calculates on a personal computer spreadsheet, insurance cost allocations for City departments.
10. Other accounting duties as assigned including but not limited to cashier, payroll and purchasing.

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

1. Basic English, grammar, spelling and simple mathematics.
2. Communicates effectively, both verbally and in writing, understands and follows oral and written instructions.
3. Ability to type with accuracy; prepare concise correspondence, memorandums, reports and other documents using proper formatting, appropriate grammar, spelling, punctuation, sentence structure; and proofread.
4. Ability to create and maintain moderately complex records; enter data; access, retrieve, compile, and analyze information; sort, separate, arrange, file and distribute various reports, files, and materials; and operate basic office equipment including a personal computer, printer, telephone, and copier.



5. Ability to read, understand and interpret manuals, ordinances, policies and procedures, statutes, rules, regulations, journals, newspapers, memos, letters, reports, and guidelines.
6. Practices and procedures of assigned area.
7. Builds and maintains positive relationships with diverse groups including all organizational levels, the general public, vendors, both on the telephone and in person while demonstrating professionalism, courtesy, and responsiveness.
8. Sets priorities, organizes, and remains efficient and flexible in the performance of multiple tasks/priorities while completing all assignments in a timely manner.
9. Takes sufficient notes at meetings to prepare an accurate record of events.
10. Maintains and handles confidential and sensitive issues requiring a high degree of discretion, diplomacy, and tact and within the parameters of law enforcement ethics.
11. Possess hearing skills sufficient to communicate in the work environment and detect the presence of others.
12. Works independently and in a collaborative manner.

### **QUALIFICATIONS**

1. High school education or equivalent.
2. Must have computer literacy skills, including word processing and spreadsheets and knowledge of work order systems. Basic English, grammar, and spelling.
3. Complex mathematical calculations.
4. Knowledge or ability to learn basic accounting, bookkeeping and office operations.
5. Knowledge or ability to learn accounting codes, classifications and terminology.
6. Knowledge or ability to learn generally accepted accounting principles and practices.
7. Knowledge or ability to learn standard accounting transactions and accounting record keeping
8. systems.
9. Ability to reconcile accounting data and transactions.
10. Must be a team player.
11. Ability to communicate effectively with City personnel, the public and external contacts, whether on the telephone or in person.
12. Ability to lift up to 70 pounds.
13. Other combinations of education and experience could provide the competencies, knowledge, skills and abilities listed.
14. Must abide by the City Employee COVID-19 Vaccination Policy, by being fully vaccinated for COVID-19 prior to employment with the City.

### **WAGE AND BENEFITS:**

The wage for this position ranges from \$16.60 - \$20.74 per hour, depending on education, experience, and skills. Standard City of Saint Paul benefits per City ordinance.

### **DEADLINE:**

This position is open until filled. Apply at the City of Saint Paul during normal business hours by completing a resume and Application for Employment or by requesting and completing Application for Employment electronically. Applicants with incomplete applications will not be considered for the position. For an Application for Employment, or more information contact Monique Baker, City Clerk at [mbaker@stpaulak.com](mailto:mbaker@stpaulak.com) or at [www.stpaulak.com](http://www.stpaulak.com).

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