

**TITLE:** Accounting Clerk  
**DEPARTMENT:** Finance  
**CLASSIFICATION:** Full-Time, Non-Exempt  
**REPORTS TO:** Director of Finance



## Job Description

### SUMMARY OF RESPONSIBILITIES

This position provides administrative support for the Finance Department. Responsible for reception duties for walk-in traffic at City Hall. Performs duties in a manner that encourages good public relations and promotes trust and respect for the City within the community.

### ESSENTIAL FUNCTIONS

1. Performs routine administrative duties to include word processing, spreadsheet work, data entry, filing, and clerical work.
2. Performs reception duties for the City's administrative offices, to include handling incoming calls, processing incoming and outgoing mail and distribution, and regularly interacting with residents, business owners, and vendors to resolve issues (including conflict resolution) and escalating to proper City staff member or department when beyond scope of knowledge or authority.
3. Performs accounting tasks associated with the processing utility bill payments; accepts payment/prepares receipts for utility bills, licenses, and permits.
4. Coordinates with the Department of Public Works to process utility system work orders (e.g. service connections) for assignment and completion.
5. Coordinates with refuse, recycling, and yard waste vendors; creates service requests in geographic information system (GIS).
6. Performs document filing and recordkeeping (paper and electronic), maintaining records pursuant to City policies and State of Illinois guidelines.
7. Responsible for scheduling reservations for the City's public facilities and maintaining associated records.
8. Provides notary public services for the City and customers, and maintains required records and documentation.
9. Responsible for complying with the confidentiality protocols defined by the City to protect information acquired in the course of normal job duties.

10. Performs other related duties, similar in nature, as assigned.

**JOB SPECIFICATIONS**

**Direct Reports**

1. N/A

**Working Conditions**

Following are particular working conditions that are associated with this position:

1. Standard office environment

**Physical Demands**

Individuals in the position must meet and maintain the physical and mental ability, with or without accommodation, to:

Activity	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle, or feel and operate standard office equipment		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell		X		

This job requires that the following weight/s be lifted or force be exerted with or without accommodation;

Weight	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Lift up to 10 lbs.		X		
Push up to 25 lbs		X		
Pull up to 50 lbs.		X		
Depress up to 10 lbs. (e.g., clutch of a vehicle)	X			

**Conditions of Exposure**

None

**Required Certifications**

Notary Public upon hire, or acquired within 90 days of hire date.

**Minimum Skills / Qualifications**

High School diploma or equivalent

Prior experience handling similar administrative duties including organization and maintenance of filing systems, handling correspondence, answering phones, etc.

Prior experience processing and handling financial transactions.

Prior experience in administrative positions requiring internal and external customer interaction.

Experience organizing and retrieving materials effectively (paper and electronic data management).

Verbal and written communication skills to include business composition, and effective writing and speaking.

Basic PC skills to include Microsoft Office (i.e. Word, Excel, and Outlook), desktop publishing.

**This job description is not meant to be an all-inclusive statement of every duty and responsibility that will ever be required of an employee in the position. Also, nothing in this job description changes the at-will relationship of employment applicable to all employees in our organization.**

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**Print Name**

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**Signature**

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**Date**