

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title Accounting Clerk II
Sch & Grade PAT-5
Class Code FA02
FLSA Status Non-Exempt
Bargain Unit Elig. Union eligible¹
Occupational Group Financial

PRIMARY PURPOSE:

To perform responsible and complex bookkeeping duties in preparing, maintaining and reconciling diversified databases, accounts and bookkeeping records.

SUPERVISION:

Under direct supervision.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Utilizes computer software applications for a variety of accounting and financial related calculations and maintenance of records.
2. Balances bank accounts, maintains general ledger, and prepares revenue and expenditure accounts for data entry; completes daily analysis of revenue and expense accounts as assigned.
3. Maintains retiree insurance plan including payment calculations, receivables, prepaid amounts and reconciliation of database to the general ledger. Depending upon departmental assignment.
4. Receives, matches and balances cash receipts to supporting documentation.
5. Prepares bank deposits and posts deposits to spreadsheets and prepares receipt batches in computer.
6. Maintains sewer special assessments, calculates receivables, reconciles database to the general ledger, performs collection duties as needed including testifying in collection hearings, depending upon departmental assignment.
7. Prepares requests for payment; balances and handles financial inquiries.
8. Maintains files on expenditures, encumbered funds, and receipts received.
9. Records and balances revenues received.
10. Prepares monthly and annual reports of receipts and expenditures, including special exercises as required.
11. Prepares special checks and is responsible for check journal as assigned.
12. Maintains fixed asset ledger; computes debt invoice total at end of fiscal year. Computes and records inventory for the City, City departments, and boards as required.
13. Records journal voucher entries as assigned.
14. Performs payroll, claims, accounts, and revenue tasks as required.
15. Compiles, prepares, maintains, and files records and reports.
16. Maintains and balances cash transactions as required.

IMPORTANT FUNCTIONS:

1. Attends seminars, workshops, and other training for professional development purposes.
2. Utilizes office equipment such as copiers, fax machines, etc.
3. Depending on assignment, may perform reception duties, answering the telephone, greeting customers and filing as needed.

¹Specific positions dealing with confidential information are not eligible to participate in the bargaining unit. See job class file for list of specific positions which are eligible.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Modern office practices; modern bookkeeping principles; computer software applications including word-processing, spreadsheet, and database.

Abilities

Follow oral and written instructions; accurately operate ten-key calculator; effectively utilize and operate computerized office equipment including computer hardware and software; type accurately; develop and apply necessary formulas; make accurate calculations; communicate effectively both verbally and in writing; deal effectively and courteously with associates and the general public; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Requires at least three years experience in bookkeeping or accounting using computerized software. Accounting coursework may be substituted for some of the required experience.

Physical Requirements

Performs bending, sorting, and reaching to both ground level and overhead; must be able to hold and grip objects; must be able to push, pull, lift, and carry up to 25 pounds for filing and other related tasks; subject to sitting for prolonged periods; must have ability to operate a computer keyboard and/or mouse.

Working Environment

Works indoors with heating and cooling regulated in a general office environment.

Licensing/Certification

None required.

Miscellaneous Requirements

Must be able to successfully complete a background investigation. Most assignments will also require successful completion of a credit check.

Last Revision:	November 19, 2018	GENERAL ORDINANCE NO. 2282
Comments:	Updated important functions	Date: 1974

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.	
Signed: _____	Date: _____