

# Village of Minooka

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## ACCOUNTING CLERK Job Description

**Department:** Village Administration  
**FLSA Class:** Non-Exempt  
**Union:** None  
**Employment Status:** Part-time  
**Position Reports to:** Finance Director  
**Date:** July 1, 2010

### **I. JOB DUTY SUMMARY**

This position is a highly responsible accounting position involving payroll, accounts payroll and accounts receivable processing for the Finance Director. This position assumes an important role in projecting a positive image of Village government through interaction with the general public, vendors and employees. Diplomacy and confidentiality are required.

### **II. ESSENTIAL JOB FUNCTIONS**

#### Payroll

- Collect, review and record time cards on a bi-weekly basis
- Process bi-weekly payroll, post to general ledger and update payroll records.
- Prepare all payroll reports for bi-weekly payroll, such as dependent health care insurance, deferred compensation plan contributions, IMRF contributions and police pension contributions, etc.)
- Process monthly payroll reports (IMRF & Police Pension)
- Process quarterly payroll reports (941 & IDES)
- Process annual payroll reports (W-2's and 1099's) including the related federal and state filings.
- Maintain employee information in payroll system.

#### Accounts Payable

- Collect and process all invoices to be paid
- Enter all invoices into the accounts payable system with proper general ledger coding
- Allocate invoices to departmental budgets for personnel, computer, janitorial and insurance per budget.
- Process accounts payable checks monthly and as needed (manual checks)
- Prepare vendor listing for annual treasurer report
- Enter new vendors into accounts payable

### Accounts Receivable

- Create invoices for engineering, legal, weed cutting, garbage, utilities, road repairs, snow plowing and other Village costs.
- Record monthly interest for invoices over 60 days.
- Maintain vendor information in accounts receivable system.
- Mail reminder bills as necessary
- Create and record liens on property as necessary.
- Create and record release of liens

### Cash Receipts

- Process payments through cash register system as needed
- Prepare manual journal entries for miscellaneous cash receipts including property taxes and interest
- Prepare bank deposits as needed
- Balance cash drawer daily as needed
- Create and maintain general ledger coding of cash receipts

### General Ledger

- Prepare journal entries for miscellaneous cash receipts, payroll, etc.
- Maintain and post all accounting modules as needed.
- Prepare account reconciliations for occupancy bonds, electricity accounts, police reimbursements, grant income and other accounts.

### Utility Billing

- Assist in processing utility payments using remote deposit
- Review exception and billing registers thoroughly before the processing of utility bills.
- Assist in the collection of past due accounts including preparing correspondence to residents/businesses
- Create and record liens on property as necessary
- Create and record release of liens.
- Answer and respond to questions from residents regarding outstanding bills.

### General Office Duties

- Cover front office for lunches and staff time off
- Provide telephone coverage, assisting callers and conveying detailed message
- Greet all people that enter the Village Hall and assist them as needed
- Assist with projects as needed including Village events and meeting preparation

#### Office Skills Needed

- Knowledge of PC functions and programs such as Word, Excel, Power Point, Outlook, etc.
- Assist with maintaining general office appearance
- Assist colleagues and proactively seeking additional work
- Perform other duties as assigned

### **III. BASIC QUALIFICATIONS – EXPERIENCE AND KNOWLEDGE**

- Ability to establish and maintain effective working relationships with individuals and groups
- Ability to work within time constraints and to prioritize work
- Ability to understand and operate a personal computer and analyze the data from a personal computer.
- Ability to work with sensitive information in a professional and confidential manner
- Accurately relay information through phone conversations, messages, emails and other forms of communication
- Should be very organized and able to think logically, and should be able to multi-task and work on multiple projects at one time
- Ability to accept direction and additional responsibilities from manager and/or staff supervisor
- Ability to work as part of a team and convey a positive and professional attitude towards other staff members, clients and vendors
- Strong written and verbal communication skills
- Flexible work hours
- Punctuality required

### **IV. EDUCATION AND TRAINING**

- Demonstrated track record of accomplishments, fulfillment of commitments, and reliability at the executive level
- Two years of accounting experience (municipal government experience a plus)
- High School Diploma required. Some college or college degree preferred

### **V. 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, talk and hear. The employee is occasionally required to walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **V. WORKING CONDITIONS**

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 work is performed primarily in an office setting. The noise level in the work environment is moderate.

**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.**