

## CITY OF RAMSEY POSITION ANALYSIS

**POSITION TITLE:** Senior Accounting Clerk

**DEPARTMENT:** Finance

**POSITION TITLE OF  
IMMEDIATE SUPERVISOR:** Assistant Finance Director

**SUBJECT TO RANDOM  
D.O.T. DRUG AND ALCOHOL  
TESTING:** No

**FLSA STATUS:** Non-Exempt

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**PRIMARY OBJECTIVE OF POSITION:**

To perform finance, accounting and administrative activities.

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**RESPONSIBILITIES:**

- A. Verify, code, and enter accounts payable invoices and support documentation
- B. Verify, code, and enter accounts receivable invoices
- C. Cash receipts review and permit software upload preparation
- D. Comdata-transfer account information,prepare statements and process payment
- E. Compile financial reporting information
- F. Perform general accounting, administrative activities and other duties as assigned
- G. Maintain records for A/P ,A/R and cash receipts according to retention schedule
- H. Promote good relations amongst staff and public

**TASKS RELATED TO RESPONSIBILITIES:**

- A. Verify, code, and enter accounts payable invoices and support documentation
  - 1. Code or verify coding, extensions and totals for vendor invoices
  - 2. Follow-up on missing or incomplete support documents
  - 3. Forward for review and approval
  - 4. Prepare accounts payable journals for timely inclusion with the Council Bills List and prepare case in agenda software
  - 5. Generate Bills List checks promptly after Council approval, mail, scan documentation for retainage, and file
  - 6. Reconcile vendor statements and resolve any discrepancies
  - 7. Reconcile pay estimates monthly
  - 8. Prepare correcting journal entries as required
  - 9. Set-up and maintain vendor master file

10. Generate immediate pay twice per week including coding, check printing, scanning, and filing documentation
  11. Prepare and process federal and state excise tax refund forms
  12. Maintain vendor W-9 forms
- B. Verify, code, and enter accounts receivable invoices bimonthly
1. Code or verify coding, extensions and totals for invoice requests
  2. Follow-up on missing or incomplete support documents
  3. Enter invoices in accounting system and generate within the determined timeline
  4. Confirm appropriate payment posting from cash receipts to system
  5. Send monthly statements for past due accounts and contact past due account customers monthly
  6. Submit collections request to Assistant Finance Director for delinquent accounts greater than 180 days
- C. Cash receipts review and permit software upload preparation
1. Reconcile cash receipts carbon tape against reporting from accounting software
  2. Confirm Accounts Receivable payment was applied to appropriate customer number
  3. Prepare cash receipts upload from permit software to accounting software
  4. Scan cash receipts and file
- D. Comdata Statements
1. Transfer account information from Comdata's website into Excel spreadsheets
  2. Prepare statements for all City employees that are card holders with purchases
  3. Process payment to the vendor. Scan and file with the Accounts Payable invoices
- E. Compile financial reporting information
1. Provide data to management for preparation of financial reporting as requested
- F. Perform general accounting, administration activities and other duties as assigned
1. Develop computer worksheet models as necessary
  2. Generate monthly postage report and prepare journal entry
  3. Reconciliation of general ledger accounts as directed
  4. Assist with utility billing customer service, new meter setup, and prepare check for cash payments received at counter for submittal to Opus21
  5. Assist with year-end audit
  6. Submit new meter requests to Opus21 and audit no water/no sewer properties to ensure basic city services have been setup through Opus21
  7. Maintain Property Rent Payment spread sheet with payments and new lease information
  8. Other duties as assigned

- G. Maintain records for A/P, A/R, and cash receipts according to retention schedule
1. File prior year records according to retention schedule
  2. Create file management system for subsequent year
- H. Promote good relations among staff and the public.

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

- Knowledge of and the ability to apply the basic fundamentals of accounting
- Ability to perform mathematical calculations
- Ability to use spreadsheet and word processing software proficiently
- Ability to use an integrated accounting package
- Ability to keyboard rapidly and accurately
- Ability to establish and maintain effective working relationships with others
- Ability to communicate effectively in daily contact with Finance, City Staff and frequent contact with vendors
- Ability to work independently
- Ability to follow oral and written instructions

### **TRAINING AND EXPERIENCE:**

- Minimum of one year experience in an accounting position with responsibilities that include general accounting, accounts payable/receivable, and administration support
- Knowledge of and the ability to apply the basic fundamentals of accounting
- Proficient in the use of spreadsheet and word processing software
- Good oral and written communication skills, mathematical aptitude and the ability to work independently

Revised May 1993

Revised November 1993

Revised October 1994

Revised March 2002

Revised December 2012

Revised January 2014

Revised October 2015 to Senior Accounting Clerk

**JOB ACTIVITY REQUIREMENTS**  
**Senior Accounting Clerk**

<b>Job activity requirements</b>					
	<b>Physical Activities</b>	<b>Very Important</b>	<b>Important</b>	<b>Slightly Important</b>	<b>Not Important</b>
<b>1</b>	Standing		x		
<b>2</b>	Sitting	x			
<b>3</b>	Walking		x		
<b>4</b>	Lifting		x		
<b>5</b>	Pushing / Pulling				x
<b>6</b>	Carrying			x	
<b>7</b>	Climbing			x	
<b>8</b>	Kneeling		x		
<b>9</b>	Crawling				x
<b>10</b>	Crouching		x		
<b>11</b>	Bending at waist		x		
<b>12</b>	Reaching		x		
<b>13</b>	Handling Objects	x			
<b>14</b>	Repetitive Hand Motion	x			
<b>15</b>	Use of Arm Muscles over Extended Periods		x		
<b>16</b>	Use of Leg Muscles over Extended Periods			x	
<b>17</b>	Overhead Work				x
<b>18</b>	Stationary desk or bench work	x			

**This job requires employees to be able to lift and carry up to 24 pounds without assistance.**

<b>Job working conditions</b>		
	<b>Yes</b>	<b>No</b>
<b>1</b>	Working Outdoors	x
<b>2</b>	Working Indoors	x
<b>3</b>	Operating forklifts or dangerous equipment	x
<b>4</b>	Operating motor vehicles	x
<b>5</b>	Providing work direction to other employees	x
<b>6</b>	Working with chemicals	x
<b>7</b>	Working near fumes and vapors	x
<b>8</b>	Driving a City vehicle or personal vehicle	x
<b>9</b>	Driving is an essential function of this job	x
<b>10</b>	Subject to random DOT drug and alcohol testing	x