

City of Little Falls

ACCOUNTING CLERK

The City of Little Falls is accepting applications for an Accounting Clerk. This Union position serves the general public as a first point of contact for resident and customer inquiries related to City business. The Accounting clerk will also perform varied accounting, bookkeeping, and payroll duties and serve as the backup to the City's Utility Billing Clerk. Employees interested in this position may apply by printing an application off the City's website at www.cityoflittlefalls.com or picking up an application, completing and returning the application to City Hall no later than 5:00 p.m., Friday, June 21, 2019. Minimum requirements include, but are not limited to, two (2) years of bookkeeping, accounting, payroll, and/or general office experience; considerable experience with providing customer service and interacting with the general public; and possession of or the ability to obtain a valid State of Minnesota driver's license. Starting pay for this position per the Labor Agreement is \$23.05 per hour.



Position Description
ACCOUNTING CLERK

PURPOSE, SCOPE AND WORKING RELATIONSHIPS:

The Accounting Clerk serves the general public as a first point of contact for resident and customer inquiries related to City business. Under limited supervision, this position will perform varied accounting, bookkeeping, and payroll duties and serve as the backup to the City's Utility Billing Clerk.

Reports to: Finance Officer

Supervision: None

DUTIES AND RESPONSIBILITIES:

Primary Duties

- Performs data entry; codes, balances and maintains accounts payable records.
- Processes employee payroll; inputs time sheets, prints and distributes payroll checks.
- Interacts with the general public over the phone, through email, and face-to-face, and handles inquiry requests in an appropriate manner.
- Receives utility payments, handles receipts, and applications for permits.
- Prepare, balance, and reconcile daily bank deposits and reports.
- Tracks and monitors various loans and leases; verifies postings; notifies the Finance Officer of delinquent accounts; sends annual notices for airport rentals.
- Process payments and performs record keeping of restaurant/lodging taxes; issues collection letters.
- Processes and prepares rental housing licenses and maintains/updates database.
- Compile and analyze data in order to complete various reports and surveys.
- Performs special assessment searches and releases.
- Participates in preparing assessment rolls for improvement projects under consideration.
- Participates in the certification process for the collection of assessments on property taxes.
- Participates in accounting functions, including computer input, audit, budget, and reports.
- Prepares memos, reports, and other correspondence for City Departments as directed.
- Other duties as assigned.

Secondary Duties

- Assist with utility billings; updates utility bill receipts, processes late notices, final billings, collections of delinquent accounts and shut-offs.
- Assist in maintaining up-to-date files for utility accounts, shut-offs, turn-ons, new meters, meter repairs, and new accounts.

- Assist with coordinating the garbage and recycling program with private haulers and residents along with spring and falls leaf pick up events. Provides for customer education and timely pick up of materials.
- Assist with preparing water/waste department reports as needed.
- Assist with accounts receivable billing and collection records.

KNOWLEDGE, SKILLS AND ABILITIES:

- Provide assistance and technical support to the general public.
- Ability to interpret policies, procedures, rules and regulations.
- Ability to practice effective bookkeeping, payroll administration, and accounting principles.
- Ability to reconcile reports and analyze data.
- Ability to understand and carry out moderately complex oral and written instructions and to develop effective working procedures.
- Ability to effectively prioritize and perform multiple work assignments in a timely manner with continuous interruptions.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of basic computer operation and various software applications including Microsoft Outlook, Word, and Excel.
- Ability to establish and maintain effective working relationships with superiors, co-workers, and contractors.

MINIMUM REQUIREMENTS:

- High school diploma or equivalent.
- Possession of or the ability to obtain a valid State of Minnesota driver's license.
- Two (2) years of bookkeeping, accounting, payroll, and/or general office experience.
- Considerable experience with providing customer service and interacting with the general public.

PREFERRED QUALIFICATIONS:

- Previous experience working in city government and/or the public sector.