

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Accounting Clerk	BAND/LEVEL:	Admin II
DEPARTMENT:	Finance	JOB NO:	4710
DIVISION:	Finance and Accounting	DATE:	1/12/15
REPORTS TO:	Supervisor, Accounts Payable	FLSA STATUS:	NE
FULL-TIME: X	PART-TIME: X	TEMPORARY:	COST CENTER: 152

REPLACES: Accounting Clerk **DATE:** 2/24/02

JOB SUMMARY STATEMENT:

Performs various accounting tasks in the area of accounts payable, banking, and general finance duties. Some of the accounting tasks may include: reviewing and processing invoices; preparing checks and maintaining files of expenditures; reconciliation and processing of utility payments; data entry of journal entries and cash receipts; and document imaging and archiving of City financial records.

DUTIES AND RESPONSIBILITIES:

Accounts Payable

1. Prepares payment of City utilities, registration fees, travel expenses and department expenses as required. Reviews invoices for compliance to purchasing policies. Checks bid files to verify payment of bid items. Mails or returns checks to payee as requested.
2. Archives and maintains files of invoices and check requests in document imaging.
3. Distributes expenditure ordinance reports to City Clerk and department directors.
4. Audits, codes, and coordinates payment of utility invoices to ensure prompt payment.
5. Monitors and processes all City purchase orders. Audits purchase order for correct information and compliance with policies and procedures.
6. Maintains vendor information in the City Financial accounting system (E1).

Banking

1. Processes daily banking requests. Maintains banking vendor payment template and database. Archives and maintains files of banking request invoices in document imaging.
2. Maintains custody of petty cash funds. Reviews requests for petty cash reimbursements for conformance to purchasing policies and procedures.
3. Processes remote check deposits and uploads remote deposit images into document imaging.

General Ledger

1. Maintains the City's accounts receivable system

General/Administrative

1. Enters journal entries and verifies account balances with appropriate records.
2. Enters cash receipts and verifies account balances with appropriate records.

3. Assists with the purchase card program by monitoring purchase card activities and maintaining and archiving of monthly statements in document imaging.
4. Maintains a log of city employee/governing body/planning commissioner (employee) travel advances and settlements in a database.
5. Sorts and distributes Finance Department mail. Opens accounts payable invoices and routes to proper department.
6. Maintains the City's outstanding check list (unclaimed property). Reviews and processes outstanding checks. Prepares an annual report of those outstanding checks remitted to the State.
7. Cross trains staff members in job duties and provide backup as required. Keep backup personnel informed of changes in duties and procedures.

The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.

The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

High school diploma or equivalent with additional courses in bookkeeping, data entry and office procedures and practices, or equivalent experience.

EXPERIENCE:

Requires one to three years of experience performing accounts payable, and/or data entry.

SKILLS:

1. Effective oral and written communication skills.
2. Good listening skills.
3. Ability to perform basic math and accounting skills.
4. Ability to operate calculator, adding machine, typewriter and personal computer.
5. Ability to apply accounting and bookkeeping procedures.
6. Ability to work in office-cubical environment.
7. Organizational skills.
8. Analytical skills.
9. PC computer skills. (Windows-based word processing and spreadsheet software skills).
10. Data entry.
11. Manual dexterity.
12. Ability to work in environment with constant interruptions.

MENTAL REQUIREMENTS:

1. Ability to read and comprehend city and state regulations
2. Ability to organize files and retrieve data effectively
3. Ability to learn and understand PC software applications
4. Alpha and numeric recognition
5. Ability to work independently
6. Ability to prioritize work
7. Logical reasoning
8. Patience
9. Ability to carry out assignments through oral and written instructions
10. Concentration
11. Accounting principles

PHYSICAL REQUIREMENTS:

1. Ability to lift 20 pounds and transport 20 feet.
2. Ability to make and receive phone calls.
3. Hand and eye coordination adequate to input computer.
4. Visual stamina and acuity adequate to review alpha/numeric data and spend long periods looking at computer screen.
5. Ability to operate personal computer, calculator, copier, time/date machine, and typewriter.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.