



POSITION DESCRIPTION	
<b>Class Title:</b> Accounting Clerk	
<b>Department:</b> Finance	<b>Location:</b> City Hall
<b>Reports To:</b> Deputy Clerk/Treasurer; Finance Director	300 N. Pine Street, Burlington, WI

**General Nature of Position:**

Performs administrative support work in the Finance Department and Administration department. General work reporting is to the Deputy Clerk/Treasurer with secondary reporting to the Finance Director.

**Description of Duties and Responsibilities:**

- Invoice entry into the accounting software
- Invoice tracking and coding
- Preparation of weekly/semi-monthly reports
- Preparation of weekly prepaid listings
- Printing and mailing of checks
- Maintain vendor files
- 1099 information maintenance
- Common Council packet preparation for invoices, prepaids and reimbursements
- Cash drawer balancing
- Daily deposits
- Vendor Insurance Certificate Management Assistance
- Backup Payroll entry clerk when needed
- Backup front counter help when needed
- Other duties as assigned by Deputy Clerk/Treasurer or Finance Director/Treasurer

**Knowledge of:**

- Microsoft Office Products & Email
- Electronic processing of Accounts Payable using Accounting Software
- Computer Use & Keyboarding
- Copy machine, fax machine, calculator & telephone
- Cash Register/Counting of Money
- Basic Accounting
- Data Entry

**Ability to:**

- Organize and prioritize workload to meet deadlines
- Work independently and with minimal supervision
- Conduct research into a variety of topics and compile logical reports

- Communicate effectively in oral and written form
- Work within time limits in an efficient and effective manner
- Utilize Excel, Word, and Outlook software
- Establish and maintain effective working relationships with other City employees
- Establish and maintain professional conduct with customers and citizens
- Read and interpret correspondence, reports, policies, and other routine written communications
- Conduct mathematical operations to calculate figures and analyze simple financial data

**Working Environment:**

- Typically works in an office environment.
- Prolonged use of computer and exposure to computer screens.
- Prolonged sitting
- Lifting 20-25 pounds
- Attendance of training sessions both on and off site

**Required Qualifications:**

- High School Graduate or GED Equivalent
- 1-2 years prior Accounting experience
- 1-2 years Data Entry experience
- Strong computer skills
- Valid Driver's License

The City of Burlington is an Equal Opportunity Employer