

CITY OF IOWA CITY - Job Description

Job Class #04-01

FLSA Non-Exempt
Civil Service

Identification

Position Title: Account Clerk - Accounting

Department: Finance

Division: Accounting

Supervisor: Assistant Finance Director

Job Summary

Under limited direction, performs various accounts payable, accounts receivable and employee reimbursement duties for entry in the accounting system. Performs various clerical duties.

Essential Job Duties and Responsibilities

Performs accounts payable accounting functions; **creates** and **prepares** accounts payable batches; **inputs** invoices into the accounting system for payment and **scans** documentation into the accounting system.

VOIDS checks as needed; **reissues** checks as needed.

Reviews gas and electric invoices for all City departments and **prepares** batches for payment.

Maintains gas and electric account information and **performs** maintenance as needed for new and existing accounts.

Performs accounts receivable functions; **creates** and **prepares** accounts receivable batches; **inputs** invoice requests into the accounting system for invoice creation.

Prints invoices and monthly statements for customers.

Maintains customer file; **adds** new customers and **updates** existing customers as needed.

Performs employee travel processing; **reviews** travel authorizations for appropriate documentation and **prepares** advances as needed.

Reconciles expenses upon return.

Performs employee expense reimbursements.

Reviews documentation and **enters** reimbursements into the accounting system.

Gathers, sorts and **distributes** internal and external mail.

Scans Vendor W-9 forms and Vendor ACH forms into the accounting system.

Distributes W-9 forms and Sales Tax Exemption Certificates to City vendors and customers as needed.

Answers telephone and **provides** general information to public and departments regarding departmental policies, regulations and procedures; **directs** calls, questions, and requests to appropriate party.

Trains division co-workers for back-up in these job duties; **receives** training as back up in other Accounting tasks.

Conducts self in a manner which **promotes** and **supports** diversity and inclusivity in the workplace and community.

Performs all other related duties as assigned.

Physical and Environmental Conditions

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and are encountered while performing those essential functions. 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 regularly required to sit; use hands to finger, handle, or feel; and talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to walk or stand. Specific vision abilities required by this job include close vision.

The noise level in the work environment is usually moderate.

Minimum Education, Experience and Certification

High school degree or equivalent and one year of experience in accounts payable and data entry required. Must pass criminal background check.

Preferred Education, Experience and Certification

Associate degree or equivalent from an educational institution accredited by a DOE recognized accreditation body preferred. Experience with spreadsheets preferred.

Knowledge, Skills, and Abilities

Basic knowledge of accounting principles, clerical and financial record keeping procedures, and general office procedures. Skills in oral and written communication. Skills in typing, word processing, spreadsheet development, and personal and mainframe computer operation. Ability to read and understand written materials to record work activities or keep records. Ability to perform basic mathematical calculations. Ability to operate standard office equipment including computer terminal, calculator, printers and copier. Ability to make independent judgment and meet time schedules.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.