



1330 S. Big Bend Blvd.
Richmond Heights, MO 63117

www.richmondheights.org

Accounting Clerk Advanced

Dept/Div: Finance

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled administrative support work processing journal entries, payments, purchase orders, payroll backup, setting up and maintaining files and records, and related work as apparent or assigned. Work is performed under the moderate supervision of the Finance Director and/or Assistant Finance Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Provides backup for bi-weekly payroll for City, Library and ECDC employees, transfers payroll funds and files earning taxes; prepares and file quarterly taxes.

Processes Business and Merchant Licensing for permanent, temporary, and seasonal businesses including billing, collections, license preparation & distribution and maintains files. Notarize new license applications.

Prepares and keys monthly journal entries; Imports journal entries for posting in software program, including credit card payment detail, and third party financial tracking software used by departments.

Internal Audit of Departments.

Reviews monthly vendor credit accounts for payment; reviews vendor invoices and purchase orders, keys as necessary; prints and distributes checks.

Administers insurance for property, general liability, auto and other coverage; processes and reviews claims; serves as liaison between the City and agents/insurance carriers/adjusters.

Reconciles bad debt and facility rental deposit accounts, reviews General Ledger for accuracy, and prepares journal entries as necessary.

Maintains fixed asset inventory records relating to acquisitions, costs detail and asset disposals.

Prepares financial data for annual audit and annual budget.

Prepares daily cash receipts; maintains city hall petty cash and audits departmental petty cash periodically throughout the year.

Knowledge, Skills and Abilities

General knowledge of payroll systems and the associated methodology, processes and terminology; knowledge of Generally Accepted Accounting Principles (GAAP) terminology, principles, methods, and procedures; general knowledge of standard

office methods, techniques and procedures, business English, spelling and arithmetic; general knowledge of and ability to operate personal computers, associated hardware, software and peripheral equipment; ability to understand and follow oral and written directions; ability to perform mathematical computations with speed and accuracy; ability to establish and maintain effective working relationships with department heads, associates, State agency representatives, vendors, auditors and the general public.

Education and Experience

High school diploma or GED required and moderate experience in general accounting, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines and observing general surroundings and activities; work has normal office environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

State of Missouri Notary Public.

Applicant Certification:

I understand the description of this job and the essential functions, as given above. I also understand that all of the duties are not described above and that I would perform those above and other related duties as directed by my supervisors. I am not related to any elected or appointed official or employee of the City of Richmond Heights.

Signature

Date