



CITY OF ALLEGAN

MUNICIPAL ACCOUNT CLERK I FULL TIME

This position assists with multiple functions in the Finance Office in the City of Allegan.

Responsibilities include, but are not limited to: Overseeing the City's payroll and benefit program, Processing accounts payable and reconciliation and deposit of receipted funds as well as assisting the Finance Director/Treasurer in all aspects of financial accounting for the City of Allegan. This position also performs front desk reception and processing of paperwork.

Job description is available at City Hall or online at www.cityofallegan.org. This position will be fulltime (40hrs per week) with an excellent benefit package.

Possession of or working towards an associate degree in accounting, finance, or a related field preferred. Previous Business, Bookkeeping, Customer service background and cash handling experience required.

Please send cover letter and resume to: City of Allegan, Attn: Human Resources, 112 Locust Street, Allegan, MI 49010, or email to hr@cityofallegan.org. This position will remain open until it is filled.

The City Of Allegan is an Equal Opportunity Provider and Employer.

CITY OF ALLEGAN JOB DESCRIPTION

MUNICIPAL ACCOUNT CLERK I

Supervised by: Finance Director/Treasurer
Supervises: No supervisory responsibility

Position Summary:

Under the general direction of the Finance Director/Treasurer. Has the Primary responsibility for payroll preparation, accounts payable, reconciliation and deposit of receipted funds. Maintains various employee benefits records and processes changes in status. Assists the Finance Director/Treasurer in all aspects of financial accounting. Performs front desk reception and processing of paperwork.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assist with processing accounts receivable and accounts payable according to established procedures. Receive and posts all payments made to the City including taxes, utilities and other services. Assists with deposits, collection of aging receivables and generates related report.
2. Processes purchase orders for Department Heads and council meetings in accordance with the City's purchasing policy.
3. Processes accounts payable invoices for system input on a daily basis. Works with the Department Heads in coordinating the accounts payable process in accordance with the City's purchasing policy.
4. Assists and participates in new employment interviews and hiring for various departments.
5. Performs Background Check through ICHAT on new employees. Contacts new employees and provides them with the necessary paperwork to begin their employment with the City of Allegan. Sets up employees in HR and PR programs.
6. Oversees payrolls for full-time, part-time and other City employees. Collects summaries of hours worked, calculates payroll figures, withholding taxes, benefit premiums, retirement allocations and other withholdings. Tracks PTO, Admin, Comp and Sick time. Processes checks and direct deposit requests.
7. Preserves and updates necessary payroll and payroll-related files. Enters data and ensures information is properly recorded, secured, and maintaining confidentiality.
8. Coordinates and executes changes in current employees' benefit coverages, deductions,

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claims with insurance carriers and benefit providers or withholdings as needed. Processes pay adjustments or other changes that affect payroll. Provides assistance to employees with questions and concerns regarding payroll, benefits, leave and deductions.

9. Compiles and submits payroll tax filings, Worker's Compensation, EEOC, and other mandated reports to various regulatory agencies.
10. Collects, processes and maintains data and information for use in creating and preparing estimates, reports, budgets, and other records.
11. Provides budgetary and financial oversight and administrative assistance for various specialty activity areas including (but not limited to) Airport, Griswold and Regent Theater.
12. Balances cash drawers on a daily basis, reconciling cash with general ledger receipts. Has responsibility for bank deposits.
13. Prepares and composes forms, correspondence, reports, memos, receipts, vouchers, and other similar documents and/or materials.
14. Audits documents and reports for accuracy and assists in compiling information for use in Annual audits and year-end closes. Prepares general audit schedules as assigned. Acts as liaison with other departments for bookkeeping functions.
12. Generates and compiles data for monthly and yearly reports, financial statements and others as requested. Provides information for the development of budget requests and estimates payroll costs as directed.
13. Provides front counter assistance, answer phones, collect fees, and receive payments.
14. Keeps abreast of current issues through continued education and professional growth. Maintains cooperative relations with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.
15. Responsible for entering Mortgage Codes and setting up electronic imports/exports with Mortgage companies for Tax bills and all aspects of Delinquent Personal Property Tax collection.
16. Oversees Regent, Griswold, Airport & Positively Allegan activity to assure business and policy is followed for internal controls. Including reconciliation of sales and rentals daily and processes sales tax request, completes yearly sales tax return with the State of Michigan.
17. Responsible for assisting in record retention process.
18. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

Requirements include the following:

- An Associate's degree, or the equivalent, in bookkeeping, accounting or a related field.
- Three or more years of experience in fund accounting with two years of experience in payroll preparation.
- Knowledge of the laws, ordinances and related legislation pertaining to the administration of payroll, pensions, and employee benefits.
- Considerable knowledge of the principles and practices of municipal government operations.
- Skill in managing the payroll function and utilizing complex numerical reports to formulate policy and service recommendations.
- Skill in the use of office equipment and technology, and the ability to master new technologies.
- Knowledge of the structure, policies, procedures, and regulations of municipal government.
- Proficiency in the use of personal computers and word processing, spreadsheets and financial and accounting-based software.
- Ability to gather data and prepare accurate and timely records, reports, notices, memos and letters.
- Ability to establish and maintain effective working relationships and use good judgment when dealing with employees, retirees, elected officials, other governmental and regulatory agencies, and professional contacts.
- Ability to convey and understand information effectively and promptly through speaking, hearing, reading, and writing.
- Ability to critically assess situations solves problems, and work effectively within deadlines, and changing work priorities.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. 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 talk or hear, communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

