

**CITY OF ALLEGAN
JOB DESCRIPTION**

Municipal Account Clerk

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

Position Summary:

Under the supervision of the Finance Director/Treasurer, performs general bookkeeping and office support activities. Maintains accounts payable records and utility accounts. Performs front desk reception and processing of paperwork.

Primary Job Functions:

An employee in this position will be called upon to do the following primary functions. To perform this job successfully, an individual must be able to perform each primary function satisfactorily.

1. Administers the utility billing process. Enters meter readings, generates reports and audits for accuracy. Identifies unusual usage patterns and orders re-reads according to approved procedures. Prepares, prints and mails water bills.
2. Maintains a daily comprehensive record system for utility accounts and related documents and reports. Ensures account information is up to date. Establishes, adjusts, transfers and closes accounts according to approved procedures.
3. Prepares delinquent notices, assigns penalties and issues shut-off notices according to established procedures. Orders shut-offs and prepares delinquent list for tax roll according to approved procedures.
4. Responds to utility billing-related inquiries or complaints. Submits service requests and refers unique inquiries to the appropriate individual.
5. Prepares utility billing reports for bond information as needed.
6. Prepares township sewer reports for debt quarterly; and delinquent reports annually for the township treasurer.
7. Processes purchase orders for Department Heads and council meetings in accordance with the City's purchasing policy.
8. 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.

Initials

9. Balances cash drawers on a daily basis, reconciling cash with general ledger receipts. Has responsibility for preparing the daily bank deposits.
10. Assist's front counter, answering phones, distributing office supply orders that have been delivered, maintaining lobby, processing payments daily.
11. Generates particular financial information and related spreadsheets as directed by the Finance Director/Treasurer. Types, files, copies, enter data and performs clerical tasks as assigned.
12. Works at the front desk as assigned. Receipts money, provides general information and responds to customer service requests.
13. Performs related work as required and directed.

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:

- A high school diploma supplemented by specialized training or coursework in accounting, finance, or a related field.
- Two or more years of non-supervisory experience in an office setting performing accounting or bookkeeping duties.
- General knowledge of the principles, practices and legal regulations of municipal finance, budgeting, accounting, and taxes.
- Knowledge of the methods and techniques of financial analysis, accounting, and financial reporting.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- Skill in assembling and analyzing financial data and utility billing information, and preparing comprehensive and accurate reports.
- Skill in the use of office equipment and technology, including computers and financial software, and the ability to master new technologies.

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