

**CITY OF LATHRUP VILLAGE  
JOB DESCRIPTION**

**ACCOUNT CLERK II**

**Supervised By:** Assistant City Administrator/Treasurer  
**Status:** Overtime Eligible  
**Supervises:** Assists with supervision of Administrative Assistant – Customer Service and Interns  
**Compensation:** \$21 - \$23/hour, DOE/DOQ; plus, benefits package

**Position Summary:**

This is a responsible professional management position. Under the supervision of the Assistant City Administrator/Treasurer. Also, under the general direction of the City Administrator. Performs a variety of administrative and account keeping functions associated with accounts payable, utility billing, payroll, and treasury activities. Maintains accounts payable and utility records, processes payments, and assists with payroll. Assists with attending to customers at the front counter, collects payments, and assists with other financial activities.

**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.*

**FINANCE/TREASURY DEPARTMENT**

1. Effectively utilizes the BS&A financial management software, including the General Ledger, Cash Receipting, and Utility Billing modules.
2. Opens cash drawer at beginning of day. Confirms cash drawer is secured at end of each day.
3. Assist with scanning checks to the bank for deposits.
4. Maintains the general ledger. Records all necessary journal entries, verifies and balances the various funds.
5. Completes monthly reconciliations of all city bank/fund accounts.
6. Analyzes all invoice postings, revenues, and expenditures to detect misclassifications.
7. Generates and compiles data for a variety of reports, financial statements, and other documents as requested. Provides information to assist in preparing estimates, reports, budgets, audit preparation, and other records.
8. Processes online banking for Positive Pay and Utility Billing ACHs.
9. Assists with periodic and annual petty cash audit.

10. Prepares monthly reports within 2 weeks of month end for review by the Assistant City Administrator/Treasurer and City Administrator, including water loss report, new vendor list, and bank reconciliations.
11. Verifies and analyzes financial transactions, reports, and statements.
12. Assists in the preparation and administration of the treasury function of the City, including property tax rolls and billings, disbursing tax collections to other entities, settlements, delinquent accounts, and other related tasks.
13. Supervises Finance Department staff in the absence of the Assistant City Administrator/City Treasurer.
14. Assists with calculations of special assessments.
15. Generates and compiles data for a variety of reports, financial statements, and other documents as requested. Provides information to assist in preparing estimates, reports, budgets, and other records.
16. Responds to standard inquiries and provides general information to citizens regarding City operations, policies and procedures. Resolves routine issues independently and refers more complex situations to the appropriate party.
17. Assists the front desk when needed for cash receipting functions to ensure the accurate and regulations-compliant collection and reporting of payments to the City.

## **ACCOUNTS PAYABLE**

18. Processes accounts payable. Sorts and codes invoices, investigates conflicting information, and obtains appropriate invoice approvals.
19. Prepares and processes Positive Pay, ACH payments, accounts payable check run, performs data entry of invoice data, records payments, and prints and mails checks.
20. Prepares and processes credit card transactions.
21. Prepares and completes monthly general ledger and payables report for City Council, and as requested.
22. Responds to related inquiries and provides information to the City Administrator, Assistant City Administrator/City Treasurer, vendors, and others as needed.
23. Maintains accounts payable records, accounts, and spreadsheets.
24. Updates and maintains vendor data. Follows up with vendors for missing information and responds to vendor questions as needed.

## **UTILITY BILLING**

25. Administers monthly utility billing process. Prepares, prints, and mails monthly water bills. Prepares direct debits for the bank.
26. Updates water and sewer rates in the system.

27. Enters meter readings, generates reports, reviews data for irregularities and omissions, and audits for accuracy. Identifies unusual usage patterns and orders re-reads.
28. Prepares delinquent notices, assigns penalties, and issues shut-off notices according to established procedures. Orders shut-offs and prepares list of delinquent water bills to be added to the tax roll as necessary. Generates month-end, consumption, and other reports as requested.
29. Responds to utility billing related inquiries made by phone, email, and in person, providing necessary forms, reviewing paperwork, and taking appropriate action to resolve questions or concerns. Submits service requests and refers unique or complex inquiries to the appropriate person.
30. Maintains a comprehensive record system for utility accounts and related documents and reports. Ensures account information is accurate and up to date. Establishes, adjusts, transfers, and closes accounts as appropriate. Arranges for final reads and issues refunds according to established procedures.
31. Assists with Miss Dig requests, coordinates invoicing for miscellaneous City services.
32. Administers and keeps records of new water meter installations.

## **PAYROLL**

33. Assists in processing regular twice monthly and any special payrolls for City employees and officers. Collects summaries of hours worked, calculates payroll figures, withholding taxes, benefit premiums, retirement allocations and other withholdings. Processes checks and direct deposit requests.
34. Preserves and updates necessary payroll and payroll-related files. Enters data and ensures information is properly recorded, secured, and remains confidential. Executes changes in current employees' benefit coverages, deductions, or withholdings as needed. Processes pay adjustments or other changes which affect payroll.
35. Assists with the calculation of pay and benefit changes, during and following contract negotiations and adoption of annual budget.
36. Prepares and files 1099 forms at year end and maintains W-9 forms.

## **GENERAL**

37. Responds to citizens inquiries, including inquiries for service on See, Click, Fix system.
38. Serves as a back-up to other departments as needed.
39. Enters data, creates and maintains spreadsheets, and prepares standard and special reports. Prepares and composes forms, correspondence, reports, memos, receipts, vouchers, and other similar documents.
40. Assists with the front counter and phones.

41. Continuously increases knowledges and skills through self-motivation, formal/information education, seminars and in-house training.
42. Attends professional development workshops, conferences and trainings, as approved.
43. Performs additional duties as assigned.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

- A Bachelor's Degree or equivalent in business administration, accounting, or related field is preferred.
- An Associate's Degree or equivalent in business administration, accounting, or related field may be considered with experience in an office setting performing accounting or bookkeeping duties is required.
- Two (2) or more years of experience of government accounting is strongly preferred.
- Familiar with BS&A software for Accounts Payable, Cash Receipting, General Ledger and Utility Billing; or equivalent system.
- Excellent customer service skills, including responding diplomatically to customer and internal questions and complaints.
- Strong knowledge of City services, organizational structure, and general municipal operations to effectively direct and assist the public.
- Knowledge of the methods and techniques of record keeping, filing, records management, and financial reporting.
- General knowledge of the principles, practices and legal regulations of municipal finance, budgeting, accounting, taxes, and basic bookkeeping.
- Skill in maintaining and updating accurate records, preparing reports, and evaluating complex information.
- Skill in reviewing and preparing accurate payrolls and other payables.
- Skill in the use of office equipment and technology, including computers, specialized financial systems, and other related software, and the ability to master new technologies.
- Ability to type, enter data, and complete mathematical computations with speed and accuracy.
- Ability to prepare accurate records, reports, and ledgers.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to multi-task, problem-solve, and work well under stress, within deadlines and

changes in work priorities.

- Substantial knowledge of the laws, ordinances, related legislation, and professional principles and procedures pertaining to community and economic development.
- Thorough knowledge and understanding of applicable state and local land use ordinances and regulations.
- Thorough knowledge of City services, organizational structure, and general municipal operations to effectively direct and assist the public.
- Skill in compiling and evaluating complex information and formulating effective policy and service recommendations.
- Skill in the use of office equipment and technology, including computers, specialized financial systems, and other related software, and the ability to master new technologies.
- Ability to maintain accurate records and prepare comprehensive reports.
- Ability to communicate effectively and present ideas and concepts orally and in writing, and make public presentations.
- Ability to establish and maintain positive and effective working relationships with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to use good judgment, initiative and resourcefulness in decision-making.
- Ability to prepare and analyze comprehensive reports and carry out projects to completion.
- Ability to effectively organize and prioritize work, as well as, concentrate on multiple tasks simultaneously.
- Ability to work under pressure of deadlines and with frequent interruptions.
- Perform computations accurately and effectively.
- Ability to work independently and maintain ethical and professional relationships.
- Ability to critically assess situations, problem-solve, exercise a high degree of diplomacy, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to occasionally attend meetings outside of normal business hours and travel to other locations.

## **Physical Requirements and Work Environment:**

*The physical demands and work environment 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 job.*

An employee in this position regularly works in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate by telephone, email or in person, and move around the office or travel to other locations. The noise level in the work environment is usually quiet. City adheres to MIOSHA workplace safety standards, including daily screening, mandatory face coverings, and social distancing.

The City of Lathrup Village is an equal opportunity employer to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex (including pregnancy), sexual orientation, national origin, age, disability, genetic information, marital status, height or weight, or any other characteristic protected by federal, state or local laws. We provide reasonable accommodation for qualified individuals with a disability if requested.

COVID-19 considerations:

Masks are required in shared workspaces and public spaces within the building, negative Covid test required before starting, daily symptom screening, all building visitors asked to maintain social distancing and sign in for contact tracing.

## **COMPLETE & SUBMIT [APPLICATION FORM.](#)**

### **Selection Guidelines**

- Completed and signed City of Lathrup Village Application Form (cover letters and resumes are encouraged to be included with the application)
- Completed and signed Authority to Release Information Form
- Rating of Qualifications, Education and Experience
- Oral Interview
- Reference Check
- Job Related Tests May Be Required

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

The Account Clerk II is an employee of the City of Lathrup Village, hired by the City Administrator. The employee is responsible to the Assistant City Administrator/City Treasurer and City Administer. The person holding the position is also subject to the rules, policies, and contracts with the City of Lathrup Village that effect all administrative employees.