

CITY OF BLOOMFIELD HILLS JOB DESCRIPTION

ACCOUNTING CLERK

Supervised By: Finance Director/Treasurer

Supervises: No supervisory responsibility

FLSA status: Non-exempt

Position Summary:

Under the supervision of the Finance Director/Treasurer, maintains the accounts payable function. Also responsible for balancing and reconciling daily cash receipts and performing other financial tasks pertaining to maintenance of the financial system. Performs other administrative duties as assigned, and working in a team concept, assists in all aspects of customer service at the counter and by phone.

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. Processes accounts payable according to established procedures. Codes and enters invoices, verifies reports, and obtains requisite signatures.
2. Prepares accounts payable reports for Commission approval and issues payments upon proper authorization. Maintains related files and paperwork and completes journal entries.
3. Responds to vendor inquiries and internal requests related to accounts payable procedures and the status of purchase orders or invoices.
4. Prepares other internal and external payments and maintains related records.
5. Receives and records various payments made to the City. Posts payments to proper accounts and balances cash receipts daily.
6. Assists in various facets of the tax collection process. Prepares reports on tax collections, assists in settlement process and delinquent property tax collections.
7. Performs other financial duties related to transactional accounting and general ledger maintenance. Assists the Finance Director/Treasurer in assembling information for the annual budget and the audit process.
8. Responds to inquiries regarding tax status and accounts as well as other front desk

functions including building and permit inquiries and assessment questions.

9. Required to learn specialized software to perform the specific duties of the assigned departments.
10. Works cooperatively with other City Hall employees as one member of an office team performing other assigned administrative tasks pertaining to public inquiries and services.
11. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Knowledge of the principles, methods and techniques of bookkeeping and financial reporting.
- 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, vendors, taxpayers and other members of the general public.
- Ability to convey and understand information effectively and promptly through speaking, hearing, reading and writing.
- Skill in the use of office equipment and technology, including Microsoft Suite applications; and the ability to learn accounts payable and other financial programs and databases.

Preferred Qualifications include the following:

- Associate's Degree or higher with coursework in accounting, finance or related field.
- Three or more years of experience in accounting or bookkeeping.
- Knowledge of the structure, policies, procedures, and regulations of municipal government.

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 communicate with others, and view and produce written documents. The employee is frequently required to use hands to finger, handle, or feel. The employee must occasionally reach with hands and arms, bend or crouch, and stand or walk. The employee must regularly lift and/or move items of light weight. The employee must be able to sit for extended periods of time.

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