

City of Adel Job Posting

Accounting Clerk

The City of Adel, a rapidly growing suburb in the vibrant Des Moines metropolitan area with a population of approximately 4,386, is accepting applications for the non-exempt position of Accounting Clerk. This is a full-time position reporting directly to the Finance Director at Adel City Hall.

The Accounting Clerk is responsible for all aspects of utility billing and compliance. The position features a variety of accounting, financial, and administrative tasks, including certain accounts payable/receivable functions, assisting customers at the front desk, and other clerical duties as assigned.

The incumbent will also work on projects and in conjunction with other City departments as assigned by the Finance Director, City Administrator, or the Adel City Council.

A complete job description may be found at Adel City Hall, 301 South 10th Street, Adel, IA 50003 at the office of the Finance Director. Information is also available at www.adeliowa.org

Associate's Degree in Accounting, Business, Finance, or equivalent experience required. Prior municipal experience preferred.

The annual salary range for this position is \$34,000 to \$37,000 DOQ. Some evening work may be required as directed. The City offers a comprehensive benefits package including health and dental insurance and retirement through the State of Iowa (IPERS).

Interested applicants must submit a cover letter, resume, and application by **Monday, January 28, 2019 at 4:30 p.m.** to Anthony Brown, City Administrator, 301 South 10th Street, Adel, IA 50003. Application materials may also be submitted electronically. Initial interviews will be held shortly after the application deadline.

For more information, call (515) 993-4525 or contact Anthony Brown (abrown@adeliowa.org) or Finance Director Brittany Sandquist (bsandquist@adeliowa.org)

The City of Adel is an Equal Opportunity Employer.

City of Adel

Accounting Clerk

Department: Clerk, Finance and Administration
Reports To: Finance Director
FLSA Status: Non-Exempt
Written By: Brittany Sandquist
Approved By: Anthony Brown

Council review and approval on December 11, 2018

Summary Description:

Under the general direction and supervision of the Finance Director, the Accounting Clerk is responsible for all aspects of utility billing and compliance. The incumbent will perform general financial activities as directed by the Finance Director along with receptionist activities for greeting customers of City Hall. The incumbent will perform general clerical tasks to include, but not be limited to: answering the phone, filing, drafting correspondences, entering data in the City's software system, recording invoices, handling certain accounts payable and accounts receivable functions, and other duties as assigned.

Appointment/Selection:

Selection is based on the recommendation of the Finance Director, subject to the approval of the City Administrator. Selection shall be based upon merit and qualification.

Knowledge, Skills, and Abilities:

- Knowledge of the organization, functions, and issues of municipal government.
- Knowledge of the principles and practices of local government administration and utility operations.
- Knowledge of local election processes, municipal notices requiring publication, Code of Iowa Open Records laws, and licensing and permitting processes.
- Ability to analyze general accounting and financial data, prepare reports, and maintain accurate records.
- Ability to report, write, or edit articles for publication.
- Ability to prepare deeds, contracts, resolutions, or ordinances.
- Knowledge of municipal, county, state, and federal ordinances and statutes.

- Knowledge and practical experience with a variety of computer software programs including word processing, Excel, e-mail, and municipal financial software.
- Exceptional office and organization skills.
- Ability to effectively communicate verbally and in writing.
- Ability to establish and maintain positive working relationships with City staff, elected officials, public, press, and contracted vendors.
- Ability to safely and effectively use contemporary technology, including computers, fax machines, adding machines, copiers, telephones, laminators, tri-fold machines, postal meters, social media, and software management programs.
- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, and concentrate for long periods of time.
- Must possess ability to work independently and be flexible.
- Ability to multi-task on a daily basis, performing with telephone and walk-in customer interruptions, and adapt to changing priorities.
- Must be bondable according to State and / or local Code.
- Must possess exceptional interpersonal relationship / customer service skills.

Essential Functions (The following is a list of typical duties):

- Attend regular and special Council meetings as directed.
- Prepare and present utility billing statements. Receive payments, reconcile and prepare for deposit.
- Enforce City Code and policy for utility collections on delinquent accounts.
- As directed, assist in the preparation and distribution of meeting agendas to the City Council, City Attorney, department heads and press, including any instructional or informational supplements.
- Receive bids for municipal construction contracts in the absence of the City Clerk / Finance Director.
- Assist customers at the front desk and answer phones.
- Assist citizens, co-workers, and elected officials as necessary and appropriate.
- Assist in the issuance and maintenance of records of various permits and licenses as approved by the City Council or other governing entity.

- Serve as the City's cemetery liaison in absence of the City Clerk and provide oversight, including assisting families purchasing burial spaces, locating spaces for mortuaries and monument companies, inputting cemetery plat information, and coordinate with parks / public works for the maintenance of the cemetery.
- Receive and disperse mail and receive payments from various drop boxes.
- Reconcile the pool receipts from the manager submission and prepare the deposit, with assistance from City Clerk when necessary and appropriate.
- Reconcile campground receipts and prepare deposits, with assistance from City Clerk when necessary and appropriate.
- Confirm all bills with departments and ensure payment of bills in a timely manner to avoid interest or penalties. Prepare bills for Council approval.
- Other duties as directed by the Finance Director or City Administrator that arise from a matter of policy or contemporary trends.
- Obtain cross-training on payroll functions and perform payroll in the absence of the City Clerk and Finance Director.
- Assist with maintaining the City website, social media, e-mail notifications, & monthly newsletter when necessary

Experience and Training:

- Associate's Degree in Accounting, Business, Finance or equivalent experience. Experience in municipal government preferred.
- Two years' experience in a diversified office environment with some knowledge of basic bookkeeping.
- Must possess a valid Iowa driver's license. If in possession of a valid out of state license, must be able to possess and maintain throughout employment a valid Iowa driver's license within 6 months of employment.
- Possession and maintenance of C.P.R., AED, and First Aid certifications. If not in possession of these certifications, the City will provide training and certification at regular intervals.

Tools and Equipment Used:

- Typewriter, personal computer, including word processing, spreadsheet and data base software, 10-key calculator, telephone, copy machine, fax machine, postage meter, first aid, and safety equipment.
- Cleaning and maintenance chemicals and solutions in accord with the manufacturer's specifications.

Work Environment/Frequent Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.

- The noise level in the work environment is low/moderate level office noise in addition to occasional noise exposure of streets, parks, and pool maintenance machinery and equipment.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist, and kneel.
- Frequent use of physical strength requiring the moving, lifting, pushing, carrying, and pulling of objects weighing up to 30 pounds.
- Frequent use of hands to handle objects, tools, or controls.
- Frequent reaching with hands and arms, and occasionally lift, push, and carry or pull moderately heavy objects (30-50 pounds).
- The employee is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff, and elected officials using active listening skills.
- Specific vision abilities required by this job include close vision and the ability to adjust focus with clarity of vision of 20' or more and 20" or less, as well as proficient hand / eye coordination.
- Requires clerical, forms, numerical, and verbal perception.
- Occasionally crawling and lifting, pushing, pulling, and carrying objects (50 pounds or greater) may be required. Individual will be expected to lift items in this range with the assistance of a machine or other able individual.

Interaction with Other Department/Staff:

- The position requires a high degree of information sharing between administration, Finance Director, City Clerk, public works, police, building inspector, City Council, and other staff, including temporary staff. It is of the utmost importance that any personal information be kept strictly confidential and in the event of written documents with personal information be held under lock and key.

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

Acknowledgement:

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Adel reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Adel. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the City of Adel has a similar right.

Employee's Signature Date City Administrator Date

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