



CITY OF URBANA POSITION DESCRIPTION

Class Title: Account Clerk II
Department: Finance
Division: Finance

Date: 03/21/2024
Pay Grade Number: 3
Union: Central Staff

GENERAL PURPOSE:

Performs routine clerical, accounting, and administrative work in accounts payable, accounts receivable, payroll, and general administration.

SUPERVISION RECEIVED:

Works under the general supervision of the Director of Finance according to a relatively fixed work routine.

SUPERVISION EXERCISED:

Generally none. May supervise part-time or temporary staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Audits and processes invoices in accordance with purchase order and contract terms and State and local budgeting and purchasing laws and regulations. Responsibilities include audit of invoices, posting to appropriate accounts and preparation of checks.
- Affixes Finance Director's signature to payroll checks and prepares checks/direct deposits for distribution. Prepares payroll deposit and Federal & State Income Tax deposit; Prepares payroll deduction tax returns.
- Reconciles bank statements and airport reports.
- Audits monthly health insurance billing and prepares the distribution of costs and processes payment.
- Prepares monthly fund reports, capital improvement reports and other special reports and statements.
- Reviews standard account documents for accuracy, completeness and conformance with specific accounting requirements.
- Reconciles various financial transactions.
- Verifies deposits of money made to the Director of Finance from various sources and departments; reconciles deposits and writes pay-in-order (receipt). Responsible to make daily deposit to City of Urbana bank account.
- Audits purchase requisitions for accuracy from departments and process purchase orders to vendors.
- Orders office supplies for Finance Department.
- Retrieves mail from the City of Urbana post office box daily and distributes to division heads.
- Maintains inventory and assets for all departments.
- Performs work of the other account clerk in his/her absence.
- Prepares daily cash flow report.
- Prepares all quarter Federal/State reports related to financial matters for all departments.
- Performs related work as required.

PERIPHERAL DUTIES:

- Provides clerical support to other department staff as required.
- Composes, inputs, and edits a variety of correspondence, reports, memoranda, and other material

requiring judgment as to content, accuracy, and completeness.

- May serve as a back-up to related accounting clerks in any finance division.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing, and
- Any two (2) years of increasingly responsible related experience, or any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities

- Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures;
- Working knowledge of governmental accounting principles and practices
- Skill in operating listed tools and equipment.
- Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions.
- Handle monies and make change accurately - balance daily/monthly receipts.

SPECIAL REQUIREMENTS

Must be bondable.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; central financial computer; 10-key calculator, phone, copy machine, fax machine.

PHYSICAL DEMANDS

The physical demands described here 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and 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 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.