CITY OF MARSHALL

JOB DESCRIPTION

JOB TITLE: Accounts Payable Clerk /

Finance Office Assistant

REPORTS TO: City Treasurer

AFFILIATION:

None

SUMMARY

Responsible for accounts payable and utility billing procedures and supporting cash receipting/customer service procedures and other general accounting functions for the City. Enters and updates data on the computer. Posts and processes outgoing mail. Receives and responds to citizen inquiries and complaints.

PRINCIPAL DUTIES AND RESPONSIBILITIES

(An * denotes duties or responsibilities judged to be "essential functions" in terms of the Americans with Disabilities Act or ADA)

Accounts Payable

- Verify general ledger account number and proper approval of invoices submitted for payment and also verifies whether proposed payment is within budget. *
- Accounts payable data entry. *
- Maintain computerized accounts payable master files. *
- Reconcile vendor statements. *
- Respond to accounts payable inquiries from City employees and vendors. *
- Sort and distribute invoices (as required). *
- Assist in preparation of year-end accruals for audit.

Utility Billing

- Administers delinquent utility account collections, write-offs, and tax certifications. *
- Assists with work orders for meter/hook-up personnel for new customers. *
- Makes appropriate account and payment corrections. *
- Enters and maintains customer's ACH bank information. *
- Set-up customer budget plans and re-adjust budget amounts annually. *
- Cross-train for Utility Billing Specialist back-up.
 - Assist with establishing new accounts, processing applicable forms and activating billing procedures. *
 - Assist with correcting billing errors, adjusting amounts, and maintaining utility database. *
 - Assist with handling shut-off procedures, mailing notices to customers with delinquent accounts. *
 - Assist with maintaining utility deposits and refunds. *
 - Answers the telephone and gives out routine information and takes messages. *

Cash Receipting/Customer Service

- Ability to work front reception area when needed.
 - Assists with the receipt and collection of all payments to the City, including but not limited to utility and tax payments. *
 - Searches for and checks records in response to requests for information, either manually or by operating a computer terminal. *
 - Checks documents, records and computer output reports for errors. *
 - Receives, routes, and screens telephone calls. *

General Accounting

- Enter & distribute purchase orders and follow-up on older outstanding POs needing to be relieved/unencumbered.
- Investigate and track correspondence for unclaimed property (outstanding checks), re-issuance of checks, and forwarding of unclaimed property to state
- Cross-train for counting/balancing cash drawers. *
- Responds to general inquiries concerning the activities and operation of the Finance Department by relating or referring to established policies and procedures. *
- Assists with the copying, collating, and binding of various City documents. *
- Operates a variety of standard office machines and equipment, including calculators, photocopiers, postage scales and meters, and personal computers.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.

QUALIFICATIONS

Education: The job requires knowledge normally acquired through a high school education, and basic knowledge of office procedures. Associates degree is preferred.

Experience: A minimum of three years of general accounting experience, preferable in a municipal governmental office setting, with an emphasis on accounts payable and billing procedures. BS&A software experience is preferred.

Other Knowledge, Skills and Abilities:

- Ability to use personal computers.
- Ability to communicate effectively with the public and other city employees is required.
- Ability to use standard office machines and equipment is required.
- Ability to write legibly is required.
- Basic Microsoft Office (spreadsheet and word processing) skills are required.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

CERTIFICATION OR LICENSURE

A valid, Michigan driver's license is required.

SPECIAL CONSIDERATIONS

The job requires moderate physical exertion characterized by activities such as sitting or standing in one position for most of the day, continually viewing a PC screen, and/or using hands and fingers in activities requiring coordination or dexterity.

Revised: 10/8/2021