



City of Ishpeming - Position Description (Account Clerk – DPW/Parks/Cemetery)

PD#: FM-ISH-0004

Replaces PD#: _____

Organization Title: City of Ishpeming Account Clerk – DPW/Parks/Cemetery
Position Location: City of Ishpeming
State of Michigan
County of Marquette

POSITION CLASSIFICATION

POSITION:

The Account Clerk (DPW/Parks/Cemetery) is a union position, hired and employed under the general supervision and direction of the City Treasurer. The City Treasurer with input from the Directorate of Public Works (DPW) General Foreman plans, coordinates, develops, and directs a complete program of services to ensure continuous, safe and efficient operations. As an Account Clerk the position is supportive of a variety of bookkeeping, record-keeping and financial transactional records in support of the Directorate of Public Works within the Finance Office. A key function of this position is to be available to support, respond to and address customer inquiries while helping to ensure conformance with policies procedures and governances (e.g. ordinances) in the City of Ishpeming.

CITATION:

Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

SUPERVISOR POSITION: City Treasurer **REVIEWED DATE:** 11-2022

CLASSIFICATION REVIEW: This position has been classified/graded as required by the City of Ishpeming Clerical Employees, Chapter of Local #1282, Affiliated with Michigan Council #25, AFSCME, AFL-CIO,

Position Information	Conditions of Employment	Position Assignment
FLSA - EXEMPT	Drug Test Required – No	Full - Time
Primary Work Role – Financial & Administrative Support	Financial Management Certification – NO	Full Potential
Additional Work Role 1 – Commission / Boards (Cemetery; Parks & Recreation)	Essential Designated – YES	Probationary 180 Days
Additional Work Role 2 – Commission / Boards (Other)	Required Access to Firearms – NO	
Interdisciplinary – No	Personal Reliability Screening - NO	
Security Access – Yes, bank accounts, vault	Vaccination – YES Influenza	
FLSA Appeal – NO	Financial Disclosure – No	
Supervisory Status – No	Lautenberg – NO	

SUPERVISORY CONTROLS: Works under the general supervision of the Treasurer who prescribes methods, procedures, priorities, and time requirements to be followed. A special emphasis is placed on performing as an administrative support assistant for the DPW. In coordination with the Treasurer, the General Foreman may request specific work assignments be completed. When work assignments conflict with operational capacity / planning, the Treasurer has overriding authority for work assignments.

MAJOR DUTIES: Provides administrative support within the Finance Office for the DPW / Treasurer.

FINANCE: Act as a receptionist for City related inquiries and the first point of contact for DPW, Cemetery and Parks. Prepare Accounts Payable for the City Treasurer and completes requisition forms for all necessary bills. Assists with entering Accounts Payable into the City accounting system. Utilizes the City accounting system to prepare financial reports for management analysis. Maintains monthly/yearly balance sheets of burials, lots, grave sites, and perpetual care. Perform DPW/Cemetery/Parks payroll functions as directed by supervisor including, but not limited to, timekeeping records, leave balance and usage reports, daily logs, spread sheets, MDOT reports, Local/Major Streets, overtime logs, and sick/vacation records. Collects, receipts and records the monies received in payment of taxes, utility charges, meter deposits, fees, penalties, leases and all other monies collected for various funds. Collects funds by mail, over the counter, from drop box and automatic bank withdrawals. Posts funds received to the Cash Receipts Journal and then balances the journal. Posts tax payments to the tax account. Creates and maintains other accounting records used in the collection and

recording of all City funds. Prepares financial reports on both ongoing and as needed basis. Aids the public in person and by telephone, answering questions, receiving complaints, and providing information for financial matters. May perform other special billing functions or related duties as required

ADMINISTRATION. Assists with coordinating work / service orders with TextMyGov and PubWorks software. Utilizes Accounting Software Programs including BS&A and Invoice Cloud, etc. Provide support with MISS DIG, UPPCO and other utility service coordination. Support both DPW and the Finance Office with proper Recordkeeping, Filing, Indexing Records, File Storage / Purging. Assist with City rental operations including scheduling, payments, maintenance / cleaning service contract administration. Prepare administrative memorandums, letters, reports, spreadsheets, and other documents as required. Prepare social media marketing items for Facebook, respond to inquiries, and monitor site activity. Prepare materials for City of Ishpeming website, maintain department pages, and update news/announcements Schedule up burials and cemetery work orders. Prepare minutes for Cemetery Board and Parks and Recreation Commission. Maintains Cemetery database and records for perpetual care, burials, file index cards of deceased, and answer related inquiries. Prepare reports for Act 51 (Major and Local Streets), MDOT, sand, salt, and equipment rentals. Take reservations for Al Quaal Recreation Area, seasonal/daily ball fields, and horseshoe leagues. May assist the City Clerk in election related duties.

PROGRAM CONTROLS. Must be familiar with and be able to provide oversight and direction in several key program areas.

- a. Working knowledge of basic office procedures and practices to maintain office functions and record keeping procedures.
- b. Skills in operating computer and standard office machines to compute and prepare documents
- c. Knowledge of Vehicle and Operator's Licensing. Ensuring employees obtain and maintain critical operator's licenses for equipment requires knowledge of the State guidelines and CDL testing.
- d. Provide administrative support for Act 51, P.A. 325 of 2018, and MDOT (i.e. permit applications, reports, etc.)
- e. Knowledge of the City's Cemetery database and records management.
- f. Knowledge of Parks and Recreation programs, track and evaluate spending and revenues for the consideration by the Parks & Recreation Commission (additions, subtractions, fees, schedules).
- g. Knowledge and Experience in preparing and enforcing policies to establish a culture of health and safety.

CONDITIONS OF EMPLOYMENT.

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1. Requires a minimum of a 2-year degree in Accounting, Office Administration or related field; or a minimum of 5 years practical experience in bookkeeping, office management or related activity.
2. This position is Essential. In the event of an emergency, or other unforeseen event(s), you may be recalled or requested to continue to perform your essential duties for the duration of the event(s).
3. The incumbent may be required to work extended hours both scheduled and unscheduled.

FLSA COMMENTS/EXPLANATIONS:

DUTIES OF THE POSITION DO NOT MEET THE EXECUTIVE EXEMPTION CRITERIA SET FORTH IN 5 CFR 551.