



## City of Ishpeming - Position Description

### Account Clerk (Treasury)

PD#: FM-ISH-0005

Replaces PD#: \_\_\_\_\_

Organization Title: City of Ishpeming Account Clerk (Treasury)

Position Location: City of Ishpeming

State of Michigan

County of Marquette

### POSITION CLASSIFICATION

#### POSITION:

The Account Clerk (Treasury) is a union position, hired and employed under the direct supervision and direction of the City Treasurer. The City Treasurer 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 direct support Treasurer. As an Account Clerk the position is supportive of a variety of bookkeeping, record-keeping and financial transactional records. A key function of this position if 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                                 | Essential Designated – YES              | Probationary 180 Days |
| Additional Work Role 2 –                               | Required Access to Firearms – NO        |                       |
| Interdisciplinary – No                                 | Personal Reliability Screening - NO     |                       |
| Security Access – Yes, bank accounts, vault            | Vaccination – YES<br>Influenza          |                       |
| FLSA Appeal – NO                                       | Financial Disclosure – No               |                       |
| Supervisory Status – No                                | Lautenberg – NO                         |                       |

**SUPERVISORY CONTROLS:** Works under the direct supervision of the Treasurer who prescribes methods, procedures, priorities, and time requirements to be followed. This position, at the discretion of the City Treasurer, may serve as Deputy City Treasurer.

**MAJOR DUTIES:** Provides administrative support within the Finance Office for the Treasurer and the Finance Office.

**FINANCE:** Act as a receptionist for City related inquiries and the first point of contact for Property Tax bill enquiries. Prepare Accounts Payable and Account Receivable for the City Treasurer and completes requisition forms for all necessary bills. Assists with entering Accounts Payable and Accounts Receivable into the City accounting system. Utilizes City accounting system to prepare financial reports for management analysis. Assists the Treasurer in the collection, reconciliation and distribution of tax collections. Assists the assessor in maintaining the City Tax Collection Rolls. Performs general payroll functions as directed by supervisor including, but not limited to, timesheets, overtime logs, and sick/vacation records. Supports the preparation of bank reconciliations and financial reports on both ongoing and as needed basis. Prepares monthly reports for the Treasurer concerning tax collections and payments. Collects, receipts, and records 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 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 through the counter and/or telephone by answering questions, receiving complaints, providing

information for financial matters. May perform other special billing functions or related duties as required.

**ADMINISTRATION.** Support with coordinating work / service orders (Water Department) including the use of software TextMyGov and PubWorks. Utilizes Accounting Software Programs including BS&A and Invoice Cloud, etc. Provide support with MISS DIG, UPPCO and other utility service coordination. Support 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. 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. Working knowledge of City taxes, collection, distribution and updates.
- d. Working knowledge of the Assessor's requirements and duties.
- e. Knowledge of The General Property Tax Act, Act 206 of 1893
- f. Knowledge and Experience in preparing and enforcing policies to establish a culture of health and safety.

### **CONDITIONS OF EMPLOYMENT.**

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.
4. This position may have required working days subject to Property Tax Collection schedules and governances.

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5. This position is essential to Property Tax Collections and is required to work on mandated Tax Collection days.

**FLSA COMMENTS/ EXPLANATIONS:**

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