

ACCOUNTING SPECIALIST - A/R (Part-time)

DISTINGUISHING FEATURES OF WORK:

Under general supervision of the Assistant Finance Director, performs a variety of bookkeeping functions including processing of bills and invoices, balancing of daily deposits, reconciliation of balance sheet accounts, journal preparation and entry, checking for compliance and internal controls, and providing effective communication with internal and external customers. Performs various other tasks relating to the Finance Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for all aspects of Accounts Receivable or Accounts Payable as applicable.
- Reconciles, researches, and resolves issues where needed for a variety of balance-sheet accounts including performing and reviewing bank reconciliations.
- Maintains database of customers/vendors including assigning ID numbers, and maintaining contact information.
- Reviews and confirms that paperwork submitted for payments meets requirements
- Tracks and maintains recurring invoices/payments
- Assists department personnel and outside entities with questions involving invoices. Researches discrepancies in payments/billings and effects problem resolution where necessary.
- Performs daily posting, and balancing of general ledger to subsystem aging reports, researches discrepancies in accounts receivable and utility billing payments and effects problem resolution where necessary.
- Performs reconciliation of deposit slips/daily cash receipts/cash log and maintains documentation for various receipts and bank deposits.
- Prepares and enters general journal entries.
- Performs year end functions including determining fiscal year-end accruals and providing documentation to auditors
- Assists with annual financial audit by providing any necessary paperwork as requested, and by reconciling ambulance billing / bond spreadsheets for year end accruals.
- Compiles and maintains procedure manual for all job tasks.
- Administers internal controls as required.
- May perform the daily opening and/or closing tasks of the Business Office
- Serves as backup for other positions in the Finance Department.
- Performs other duties as required or assigned.

DESIRABLE REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

- Requires knowledge, skill, and mental development equivalent to completion of two

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years of college with courses in accounting. In addition, extensive knowledge of spreadsheet applications and the ability to create and maintain detailed records within the applications, signified by completion of advanced spreadsheet courses on college level.

Experience

- Requires working knowledge of general accounting principles; working knowledge of municipal and fund accounting preferred.
- Requires working knowledge of accounts receivable processes.
- Requires two to three years of experience in accounting environment; municipal experience is desirable.
- Requires working knowledge of computer applications as it applies to finance, particularly spreadsheets and database software.
- Requires working knowledge of business English, spelling and business mathematics.

Skills and Abilities

- Requires ability to coordinate and complete entire accounts receivable process within strict designated daily, bi-weekly, and monthly deadlines by working effectively with multiple individuals in a highly tactful yet precise and professional manner.
- Requires ability to exercise judgment in evaluating completeness and accuracy of invoices submitted for payment. This ability would include discrepancy identification, determination and implementation of corrective action to resolve errors of self and others involving invoice coding and application of payment descriptions and categories.
- Requires ability to accurately and quickly input data into a computer and detect and correct data entry errors at time of data entry.
- Requires ability to understand and apply basic accounting principles relating to accounts receivable including payment reconciliation, account code structure, internal control, and purchase order and encumbrance accounting.
- Requires ability to apply mathematical principles to accurately prepare monthly reports, and reconcile monthly account statements with invoices received.
- Requires ability to communicate verbally and in writing with vendors in reference to their accounts.
- Requires ability to perform basic spreadsheet and word processing functions to complete required reports.
- Requires ability to apply principles and practices related to governmental accounting.

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.

- Requires physical ability to sit continuously at a computer terminal or receptionist station for periods of two hours, physical ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc. and physical ability to reach into file drawers in standard four-drawer filing cabinets.

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- Requires visual ability sufficient to effectively operate office equipment including copier, computer, etc. and visual ability to read and write reports, correspondence, and instructions.
- Requires hearing ability sufficient to hold conversation with other individuals both in person and over a telephone, and ability to hear recording on transcription device.
- Requires speaking ability sufficient to communicate effectively with other individuals in person and over a telephone.
- Requires physical ability to interact with customers at a counter.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The duties are performed in an office setting where the employee is subjected to the customary indoor environment.

SAFETY RESPONSIBILITIES:

Each Department employee shall be fully responsible for implementing the following provisions of this program as it pertains to operations. The responsibilities listed below are minimums and are in no way meant to limit individual initiative to implement more comprehensive procedures.

1. Promptly report to your supervisor all accidents and injuries occurring within the course of their employment. If the hazard is not abated notify your Department Head.
2. Cooperate with and assist in investigation of accidents to identify correctable cause and to prevent their recurrence.
3. Good housekeeping must be practiced at all times in the work area.
4. Avoid engaging in any horseplay and refrain from distracting others. Horseplay, scuffling, and other acts which tend to have an adverse affect on safety or the well-being of other employees are prohibited.
5. Obey all safety rules and follow published work instructions.
6. Wear required personal protection equipment (PPE) when working in hazardous operation areas (hard hats, respirators, eye protection), in accordance with the current PPE Chart and Job Safety Analysis (JSA) Sheets. Please refer to your departments PPE Policy and Chart.
7. Obey all safety rules and follow work instructions. If any doubt exists about the safety of doing a job, stop and get instructions from your supervisor before continuing.
8. Do not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received specific instructions.
9. Be alert to see that all guards and other protective devices are in their proper places and adjusted correctly. Each employee will report deficiencies promptly to a supervisor.
10. Arrive at work suitably attired for the job to be performed.
11. Communicate the need for safety devices, physical improvements, training and refresher courses.

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ACCOUNTS RECEIVABLE ADDENDUM:

- Processes A/R including: centralized coordination for invoicing throughout the organization, verifying payment has not been previously received, processing late notices, processing overpayment refund requests, and maintaining files.
- Processes over-the-counter payments for water, vehicle stickers, parking permits, building permits, applications for new businesses or other related matters.
- Provides customer service to persons entering Village Hall or on the telephone for the location of municipal offices, obtaining ordinances, answering utility billing questions, and addressing other concerns.
- Administers places for eating tax, including entering payment data, contacting new businesses, tracking compliance of payment, facilitating communication with taxpayers.
- Administers elevator billing and certification process.
- Administers ambulance billing including tracking billing done by an outside company, tracking receipts, and administering needed refunds, and accruing for year-end.
- Prepares intent to lien and lien notices, recording and releasing subject to problematic past due accounts.
- Administers taxicab licensing and collection.
- Inventories and orders supplies for business, liquor, solicitors, and garage sales permits.
- Receives, opens and determines the nature of the mail for processing such as: water payments, business licenses, vehicle stickers, ambulance, false alarms and all other payments; retains mail for entering payments into computer; distributes other Village mail.
- May perform daily sweep of drop-box (by train depot) during all types of weather.
- Assists Village Clerk's office in registering voters, mails voter application cards; notifies and assigns precinct for voters; a sworn registrar for the County of DuPage.
- As needed, serves as back-up for Deputy Clerk, including taking minutes at Village Board meetings, coordinating FOIAs, assisting with invoicing of business licenses, and posting agendas.
- Performs notary services.