

**CITY OF SPRING LAKE PARK
JOB DESCRIPTION**

JOB TITLE: Accounting Clerk/Special Projects Coordinator
DEPARTMENT: Administration
REPORTS TO: Administrator, Clerk/Treasurer

DATE: April 2020

POSITION SUMMARY:

This position processes accounts receipts, accounts receivable, accounts payable and other accounting transactions in a timely and efficient manner. This position also coordinates the City's public access programming, assists with elections, prepares and distributes external communications and coordinates special projects as assigned by the Administrator, Clerk/Treasurer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Accounting

- Prepares and processes accounts payable by collecting invoices, coding and keying invoices to appropriate accounts, preparing coversheets for expresses requiring allocation between departments, routing invoices to departments for approval, data entry of invoice batches, setting up new vendors in system, obtaining Form W-9's, and issuing checks.
- Maintains vendor files; scans paid invoices into Laserfiche.
- Prepares listing of checks issued for City Council review and approval.
- Generates invoices for various charges and reimbursements. Posts all collections received.
- Maintains and reconciles various escrow accounts held in trust by City.
- Prepares bank deposits.
- Maintains assessment records; performs assessment searches.
- Assists with annual audit by pulling supporting documents for external audit review.
- Reconciles credit card statements for payment
- Assists Accountant with annual budget preparation and other special projects as required.

Special Projects

- Performs election administration activities including, but not limited to, arranging polling sites, recruiting election judges, assisting with mail and in-person absentee balloting, preparing supply boxes and performing other election duties as assigned.
- Performs special projects as needed by the Administrator, Clerk/Treasurer or Department Heads.
- Directs, coordinates and regularly evaluates the City's safety program, organizes and leads city-wide Safety Committee; ensures all annual programming complies with OSHA rules and regulations and that all documentation and reporting is complete and filed.
- Produces newsletters and other external correspondence; drafts and solicits and edits content, designs and creates layout with publishing software; coordinates production and mailing with vendors and ensures timely delivery to residents.
- Assists Administrator, Clerk/Treasurer with managing the City's social media pages and mass e-mail system.

- Coordinates with North Metro Television to develop cable programming concepts for the City's government access channel.
- Maintains all equipment and facilities necessary to produce programming; oversees installation and maintenance and repair of cable equipment.
- Draft content for the City's electronic billboard.
- Oversees City's recycling program, including establishing community recycling goals, managing recycling contracts, attending meetings, and scheduling events
- Acts as backup to other personnel in Administration Department.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must possess strong organizational skills.
- Ability to communicate effectively and professionally with co-workers and members of the public in both written and oral formats.
- Comprehensive knowledge of office practices and procedures.
- Strong computer skills, including proficiency in Microsoft Word, Excel, and Publisher. Ability to use financial accounting software.
- Ability to plan a varied workload, prioritize work and meet deadlines.
- Ability to produce quality, accurate work and the ability to detect and correct errors.
- Ability to work and make decisions independently.
- Ability to follow both oral and written instructions.
- Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to compute rates, ratios and percentages. Ability to exchange monetary amounts.
- Skill in effectively coordinating programs and activities.
- Knowledge of video equipment and maintenance.

MINIMUM QUALIFICATIONS:

- Associates degree in Accounting, Business, or other related field.
- Knowledge and experience in Microsoft Office software (Word, Excel, Outlook, Publisher).
- Two years accounting experience.
- One year responsible administrative experience.
- Valid Class D driver's license

DESIRED QUALIFICATIONS:

- One year municipal accounting experience.
- Knowledge and experience with social media platforms
- Experience drafting content, designing and laying out newsletters/flyers

PHYSICAL DEMANDS:

Work is performed primarily in a standard office environment that includes exposure to computer screens. Primary functions require:

- Sufficient physical ability and mobility to work in an office setting.
- Sit and answer phones/use computer equipment on a continuous basis.
- On a frequent basis, must be able to stand, walk, sit, talk and reach with hands and arms.
- Occasionally stoop, bend, kneel, crouch, reach and twist.
- Occasionally lift, carry, push and/or pull moderate amounts of weight (up to 30 pounds).
- Operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard and calculator
- Vision ability to include close vision, color vision, distance vision and depth perception.