



## Job Description

### Accounting Clerk II

Pay Grade: 06

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**Employment Status:** Full-Time

**FLSA Status:** Non-Exempt

**Experience Required:** 2+ years related on-the-job experience. Experience in government accounting is preferred.

**Minimum Education Requirements:** High School Diploma or equivalent required. Associate or Bachelor's Degree in Finance, Accounting, or related discipline preferred.

**Direct Supervisor:** Director of Finance

**Supervisory Responsibility:** No

**Primary Work Location:** Office Setting.

**Certification:** Valid State of Missouri driver's license.

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**Job Summary:** The Accounting Clerk II position reports to the Director of Finance and will perform a variety of accounting tasks to assist with reconciling transactions and processing payments. The role will ensure that vendors are paid correctly and in a timely manner and will also reconcile a variety of reports and transactions, investigating and resolving discrepancies that arise. This is an important role that requires accuracy and attention to detail.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Reconcile a variety of reports, statements, and transactions, researching discrepancies and keeping the relevant department apprised of any pertinent information.
- Process invoices for payment, ensuring that all necessary paperwork and approvals are in place, and investigating and resolving any discrepancies that arise.
- Verify check requests and prepare batch check runs, obtaining the necessary signatures and ensuring that vendors are paid in a timely manner.
- Randomly check manual adjustments made to utility accounts and building permits to ensure they are valid.
- Process refund checks for the Utility Billing department.
- Perform data entry as required to record all transactions, making adjustments as necessary.
- Manage and verify travel reimbursements, mileage reimbursements, and check requests for City employees.
- Order supplies, specialty needs, and services for all departments, checking prices with multiple vendors prior to placing an order.
- Conduct research on potential new vendors who have submitted a Vendor Approval Form.
- Collate all required information pertaining to the collection of water and electric sales tax, sending the relevant document and remittance to the State of Missouri.



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- Perform administrative tasks as required, including answering phones, handling correspondence, maintaining files, records, spreadsheets, and registers, and preparing documentation.
- Receive, research, and resolve a variety of internal and external inquiries concerning account status.
- Serve as backup to other employees as required.
- Perform other tasks and duties as assigned.
- Collect cash from various locations throughout the City, auditing the cash drawers and creating daily deposits to the bank.
- Perform Accounts Receivable function.
- Administer unclaimed property and escheatment process annually.

#### **Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment**

An employee in this class must have the following knowledge, skills, and abilities upon application:

##### **Knowledge and Skills**

- Basic accounting knowledge, and an understanding of invoice terms.
- Good math skills.
- Ability to use basic office equipment.
- Intermediate proficiency with Microsoft Office is required.
- Ability to learn new computer software easily.
- Strong organizational skills.
- Strong analytical competency.
- Self-starter with excellent interpersonal communication and problem-solving skills.
- Exceptional accuracy and attention to detail required.

##### **Abilities**

- This position is generally sedentary in nature, movement throughout the area is required from time to time.
- Ability to have continuous oral and written communication with co-workers and supervisors is essential.
- Repetitive movements, occasional lifting of up to 10 pounds, reaching, lifting, stooping, and the ability to read a computer screen, detect color-coding and read fine print will be expected.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.

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**Signatures / Date**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

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Date

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Supervisor Signature

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Date

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Human Resources

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Date