Deputy City Clerk/Accounting Supervisor

City of Marysville **Administration Department**

Position Summary
Under the supervision of City Clerk, the Deputy City Clerk/Accounting Supervisor is a non-exempt position under FLSA that is responsible for assisting the City Clerk in the performance of general accounting functions. The employee in this position accumulates claims, prepares warrants and checks, payroll and payroll records and maintains the general ledger and accounts payable. The Deputy City Clerk/Accounting Supervisor will assume the duties of the City Clerk in his or her absence.

Essential Functions
- Prepares warrants and distributes expenditure vouchers;
- Enters accounts payable information in the computer;
- Enters all receipts, payroll information, transfers and ledger entries in the computer;
- Closes out computer monthly to generate line items transactions, reports and balances, reconciles monthly bank account;
- Generates warrant checks from accounts payable computer program;
- Obtains authorizing signatures on claims and checks;
- Mails warrant checks with remittance forms;
- Prepares federal tax deposit coupons and checks, quarterly and annual reports;
- Prepares state withholding tax checks and required reports;
- Prepares workers' compensation and employee accident forms and claims;
- Prepares monthly, quarterly and annual reports and/or checks for KPERS, unemployment, federal and state taxes, cereal malt beverage stamps, water protection fees, DOT/Non DOT Drug Test;
- Insures Wastewater Monitoring and FAA reports are completed and mailed;
- Maintains utility and general petty cash checking accounts;
- Prepares deposits as needed;
- Prepares annual W-2's, 1099's and required reports;
- Prepares accounting reports for various City Boards and committees, upon requests;
- Prepares cemetery deeds, invoices for burials, and updates deed record book;
- Obtains new employee information, drug testing, range of motion, and distributes forms and city policies.

Marginal Functions
- Prepares bi-weekly payroll checks, fund appropriations, and electronic transfers;
- Reviews and logs employee time sheets;
- Answers phone and assists customers with concerns and complaints;
- Assists with selling dog tags, permits and licenses;
- Waits on customers at the counter and accepts utility bill payments;
- Other assigned duties as deemed necessary or as required.

Supervisory Responsibilities
None.

Required Education and Experience
High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Preferred Education and Experience
One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

Specific Skills

Language Skills - Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills – Ability to calculate figures and amounts such as percentages, area, circumference, and volume. Ability to apply concepts of basic mathematics.

Reasoning Skills - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Technical Skills – Ability to operate computer proficiently and understand and apply basic accounting principles.

Financial Accountability – This employee is responsible for daily receipts and fees collected. Employee is required to be bondable.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

Signature/Approval

_____ _____

Employee *Date*

_____ _____

Supervisor *Date*

_____ _____

City Administrator *Date*

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.