

VILLAGE OF CALEDONIA

ACCOUNTING CLERK

ACCOUNTING DUTIES:

- Answer Accounting Departments related telephone calls, take messages, copy and distribute information.
- Prepare miscellaneous purchase orders for Village.
- Perform general administrative functions such as creation of spreadsheets, etc.
- Prepare and file year end 1099 reports to the IRS by the due date including updating vendor information such as name, address and Federal identification numbers for required vendors and mailing a copy to the recipient.
- Prepare monthly Health, Dental and Life Insurance journal entries and enter into the General Ledger system.
- Update accounts receivable balances through cash receipts and when collections are due inquire by phone or letter to collect payment faster.
- Process purchase order (check) requests by making sure the department heads approve each order, followed by proper approval by the Finance Director, Village Administrator and village Board President.
- Perform entire accounts payable function for the Village accounts excluding the Sewer and Water Utility.
- Disburse accounts payable after all approvals from the department heads, Finance Department, Village Administrator and Village Board President have been completed.

TREASURER DUTIES AND RESPONSIBILITIES (May include, but not limited to):

- Answer Treasurer Department related telephone calls, take messages, copy and distribute information.
- Collect, receipt and process daily receipts and daily deposits.
- Coordinate and wire debt service payments four (4) times per year and additionally as needed.

- Assist in coordinating budget preparation activities; assist department heads in the preparation of preliminary department budgets; assist in the overall review of the Annual budget.
- Prepare documentation, reports, schedules, etc., to assist with yearly audits.
- Assist Weed Commissioner in tracking and invoicing for cuttings and compiling information that will be added to the tax roll.
- Process fuel refunds.
- Assist public at front desk as needed.
- Provide documentation, information and assistance to citizens and others, as required.

TAX SEASON PROCESS – NOVEMBER THROUGH MARCH (May include, but not limited to):

- Prepare, reconcile, and update delinquent listings for tax roll for Weed Charges.
- Educate tax payers about the tax process and answer questions related to the charges on tax bills.
- Supervise collection of tax payments; walk-ins and mailed payments.
- Reconcile tax payments to the bank.
- Reconcile and process tax payments collected by Johnson and Tri-City National Bank through third party payment. Data received daily by email and posted to JMauel tax software.
- Collect delinquent personal property taxes. (mailings, phone calls, etc.)
- Prepare January and February settlements with Racine County Treasurers office.
- Process tax distributions to taxing authorities in January, February and August.
- Process tax distribution for taxing authorities within Village after August settlement with Racine County.
- Distribute school tax credit from State payment to the Racine County Treasurers office.

ACCOUNTING RESPONSIBILITIES (May Include, But Not Limited To):

- Monthly reconciliation of permits along with assisting in the on-going collection, receipt and processing of daily receipts.
- Process quarterly reporting on Sales Tax.
- Serve as records clerk for Accounting Department.
- Prepare documentation, reports, schedules, etc.... to assist with yearly audits. Including A/P.
- Assist in budget preparation activities as directed by the Finance Director.

QUALIFICATIONS:

- Associate Degree and any equivalent combination of experience and training that would provide solid accounting skills.
- 5+ years of accounting experience.
- Municipal Treasurer experience preferred.
- Knowledge of standard office equipment such as, calculators, copiers, fax machines, postage meters, etc.
- Knowledge of various computer software including word processing, excel spreadsheets, databases, data input, storage and retrieval, etc.
- Ability to maintain confidentiality of documents, records and communications.
- Accuracy with numerical calculations required.
- Adept to learning new skills, capable of handling a number of assignments at one time, able to meet guidelines in a timely and efficient manner.
- Ability to assess assigned tasks, and take appropriate action based on standard procedures.
- Ability to work well with others and work independently.

SELECTION GUIDELINES:

This job description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression of illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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