

**WORTHINGTON CITY COUNCIL**

**ADDENDUM**

**5:30 P.M., Monday, January 23, 2023**  
**City Hall Council Chambers**

**CASE ITEM**

**G. CITY COUNCIL BUSINESS - ADMINISTRATION (WHITE)**

**5. APPROVAL OF POSITION GUIDELINES AND SALARY GRADE;  
AUTHORIZATION TO ADVERTISE ACCOUNTING CLERK**

The City's Accountant has submitted their resignation to pursue other opportunities. Staff members from Finance, Human Resources and Administration departments have reviewed the position guidelines as they relate to the actual core responsibilities and are recommending that the position of Accounting Clerk is a better representation of the essential duties and responsibilities. This position is classified as Non-Exempt Grade 6 (N-6) in accordance with the City's Compensation Guidelines. N-6 salary grade has a minimum salary of \$24.51/hour.

Council action is requested to approve the position guidelines, included as *Exhibit 9*, and authorize staff to advertise the position and fill it with the best available and qualified candidate.

## CITY OF WORTHINGTON

### POSITION GUIDELINES

**JOB TITLE: Accounting Clerk**

**CLASSIFICATION : Non-Exempt 6**

**DIVISION : Finance**

**DATE APPROVED:**

---

#### SUMMARY

This position will perform a variety of data processing and accounting tasks involving the general ledger, accounts payable and accounts receivable. It verifies proper accounting codes are used and is responsible for monthly financial report generation for both internal and external users. This position will also assist the Finance Director and Assistant Finance Director as needed. Requires accuracy and attention to details.

#### ACCOUNTABILITIES

Reports to: Finance Director. Will receive supervision from Assistant Finance Director.

Supervises: Has no supervisory responsibilities but may provide primary training to others as requested by assignment from the Finance Director

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs a variety of accounts payable, accounts receivable, system maintenance and data entry-oriented activities for the creation and upkeep of financial data.
2. Provides accurate and effective preparation and historical record management (using Laserfiche) relative to accounts payable, accounts receivable and journal entry functions in accordance with records retention policies and procedures.
3. Interprets and implements federal and state laws. Monitors changes to state and federal regulations and laws and implements changes accordingly.
4. Enters new or updates vendors and their data and verifies Federal ID numbers. Ensures W-9's are on file and processed; reconciles and files year-end 1096 and 1099, etc. reports.
5. Manages and maintains the accounts payables and accounts receivables for the city.
6. Prepares listings of checks issued for City Council review and approval.

7. Maintains petty cash.
8. Creates accounts receivable invoices derived from a variety of source documents or at the direction of city staff.
9. Makes collection calls or sends letters regarding collection of fees or charges.
10. Prepares weekly bank deposits.
11. Data entry to include journal entries, yearly budget, inter-fund transactions, etc.
12. Provides supporting documents for audits.
13. Assists with month-end closing procedures.
14. Ability to work across departmental lines to ensure accurate information.
15. Effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations and citizen customers.
16. Runs monthly financial reports and distributes to department heads.
17. Prepares and submits monthly payments and reports such as sales and use tax, lodging tax, etc.
18. Assists in the preparation of special projects, interim and annual reports and statements as required by the Finance Director.
19. Serves as primary backup to City Clerk office for front desk coverage as needed
20. Other duties as assigned or as needed.

#### PERIPHERAL DUTIES

Serves on various employee or other committees as assigned.

Attends seminars and workshops related to or relevant to the duties of the position.

#### EQUIPMENT

Computers and office equipment including copy machine, fax machine, 10-key calculator, telephone and document scanner.

## 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. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, or controls and reach with hands and arms. The employee frequently is required to sit for long periods of time; and at times is required to stand, walk, stoop, kneel, crouch and talk or hear.

The employee may be required to lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works an 8-hour work day in an office setting.

The noise level in the work environment is typically low.

## JOB REQUIREMENTS

### Minimum Qualifications:

- Two (2) years of post-secondary education from an accredited university, community college, or business school with accounting degree.
- and
- 2 plus years of experience in financial accounting
- Previous experience with Microsoft Office Suite

### Preferred Qualifications:

- Bachelor's degree in accounting or related field
- Demonstrated understanding of accounting processes and policies
- 1-2 years of experience working with governmental fund accounting.