City of Council Bluffs

Job Description

Account Clerk II

Department: Finance
Supervisor: Sr. Accounting Manager/Accounting Manager
Location: City Hall
FLSA Status: Non-Exempt
Prepared By: Cori Shaw, Recruiter
Prepared Date: November 2021
Union: CWA
Pay Grade: 13
Pay: $21.93/HR - $27.99/HR

The City of Council Bluffs is an Equal Opportunity Employer.

Summary: Performs accounting duties related to the support of the City's financial processes.

Essential Duties and Responsibilities:

- Processes accounts payable and accounts receivable transactions proficiently
- Generates accurate cash, bank, credit card, and account reconciliations
- Prepares journal entries as assigned
- Researches and is familiar with city policies and ordinances related to the City's financial processes
- Maintains digital procedures manuals, drafts additional procedures, and updates in a timely manner as needed
- Regular and predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- High School Diploma or General Education Degree (GED)
- Associate's Degree from an accredited institution in Accounting or Finance, preferred
- Enterprise Resource Planning (ERP) system experience, preferred
- Three (3) years of experience performing similar activities
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities necessary to perform the work.

Certificates, Licenses, Registrations:

- None required

Physical Demands:

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The work environment is an office setting that is normally quiet.

Other Skills and Abilities:

- Working knowledge of Microsoft Office software (Word, Excel, Outlook)
- Working knowledge of accounting principles and practices
- Attention to detail and accuracy
- Good problem solving skills and process improvement
- Ability to multi-task and prioritize assignments
- High level of motivation, team orientation, and professionalism
- Great customer service skills for internal and external customers