



City of Canby Job Description

Job Position: Accounting Clerk IV
Department: Administration
FLSA Status: Non-Exempt
Reports to: City Administrator
Bargaining Unit: IBEW Local 949

Deadline to apply: July 15th at 4:00pm

General Statement of Duties:

The position of accounting clerk performs various duties relating to accounts payable/receivable, payroll, record keeping, preparation of financial statements, and submission of necessary reports.

Supervision Received:

Works under the direction of the City Administrator.

Supervision Exercised:

This position does not exercise direct supervision.

Essential Duties and Responsibilities:

- Maintains the accounting program for the City and HRA. Unless specifically stated otherwise the duties and responsibilities below apply to the City as well as the HRA.
- Responsible for performing payroll duties, to include maintaining payroll accounting program, preparing employee paychecks, collecting and maintaining records regarding vacation and sick time and timesheets, preparing all payroll tax reports, making payroll tax payments, preparing all paperwork regarding disbursement of payroll deductions (taxes, union dues, life insurance, retirement investment payments, etc.), preparing year-end reports (W-2's, 1099's, and related reports).
- Maintain general ledger, journal entries, and monthly, quarterly, and year-end reports.
- Responsible for accounts payable and accounts receivable processing.
- Maintain fixed asset records.
- Maintain financial records.
- Prepare closing and reversing entries for year-end reports.
- Prepare various reconciliations in areas such as surcharges, sales tax reports, subsidiary ledgers, bank account, etc.
- Assist in preparation and publication of annual financial statements and budget.
- Record and maintain special assessment records.
- Complete special assessment searches as requested.

- Assist with management of rental properties of the HRA.
- Receive and process rental payments for HRA.
- Act as assistant to the executive director of the HRA.
- Perform all other necessary duties as apparent or assigned.

Necessary Knowledge, Skills, and Abilities:

- Ability to make accurate arithmetic computations.
- Ability to make independent decisions based on established rules and procedures.
- Ability to use a computer, applicable software, and general office equipment.
- Ability to maintain neat and orderly records for documentation and easy reference.
- Ability to establish and maintain an effective working relationship with City officials, general public, and other employees.
- Knowledge of standards and generally accepted practices related to financial reporting and record keeping.
- Knowledge of accounting/bookkeeping practices and procedures; billing practices and records maintenance; payroll practices and procedures.
- Ability to regularly sit for long periods of time.
- Ability to account for and handle money.
- Ability to prioritize work, work independently, and meet deadlines.
- Ability to type and enter information into an automated system with speed and accuracy.

Minimum Qualifications:

- High school diploma or GED equivalent.
- Experience in accounting/payroll/bookkeeping responsibilities and duties.

Desired Qualifications:

- Associate's degree in accounting, finance or related field.
- Three years of progressive experience in the accounting field.
- Knowledge of accrual and modified accrual accounting.
- Knowledge of municipal accounting principles.
- Knowledge of GASB and financial reporting requirements.
- Direct experience with government accounting.

Applications must be returned to the City Administrative Office by July 15th at 4:00pm. Please contact City Administrator, Bonnie Merritt, at 507-223-7295 or by email at bmerritt@canbymn.gov with any questions.

The City of Canby is an Equal Opportunity Employer.