



City of Cloquet Job Description

POSITION: Accountant I
DEPARTMENT: Finance
REPORTS TO: Finance Director

SUMMARY

Prepares and processes utility billing, accounts receivable, and special assessments; main back-up for payroll, accounts payable and front desk; and provides support for Finance Department and other administrative staff.

ESSENTIAL FUNCTIONS OF THE JOB

Responsible for water/sewer utility billing, including calculation of bills, preparation of pre-billing estimates, printing and mailing all utility bills and running and distributing post-billing reports

Posts penalties on utility billing system, calculates, prints and prepares shut off notices

Prepares reimbursements for Finaled customers

Creates new utility accounts and sets up billing records in computer and in files, handles complaints and answers customer questions on utility billing

Updates meter reads, prepares daily list for meter reader, prepares work orders for Utility Technician and dispatches technicians to utility calls

Prepares account receivable

Prepares and files 1099's with IRS

Prepares assessment searches and maintains special assessment records

Primary back-up in the preparation and processes of payroll, and accounts payable

Assists with the required work papers, schedules, and statements associated with the

Provides back up support at service counter for receiving payments, answering questions, phones, and resolving complaints

Assists with various general ledger accounting entries as required

Performs other duties as apparent or assigned

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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

Associates degree in accounting or Bachelor's degree in a related field. Minimum three years of recent experience in automated billing systems and account analysis. Bachelor of Science Degree in accounting preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as instruction or procedure manuals. Ability to write routine reports and correspondence. Ability to verbally communicate with co-workers, supervisors, elected officials, customers and the general public.

MATHEMATICAL SKILLS

Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to compute rates, ratios and percentages.

REASONING ABILITY

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.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

High level of knowledge and proficiency in use of computers including Microsoft Office (Word, Excel, Access, One Note, Publisher), Adobe, accounting application software, and human resource software

General knowledge of operation and upkeep of all office equipment

Knowledge of accounting practices and procedures

General understanding of City operations and knowledge of departmental procedures and policies

Ability to obtain Notary Public license

CERTIFICATES, LICENSES AND REGISTRATIONS

Notary Public

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 walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand; reach with hands and arms; 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, and the ability to adjust focus.

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.

The noise level in the work environment is usually moderate.