

## Osage Municipal Utilities Accounting Clerk

<b>Employer:</b>	Osage Municipal Utilities	<b>ID Number:</b>	8
<b>Department/Division:</b>	Office	<b>SIC Code:</b>	NA
<b>Facility/Location:</b>	720 Chestnut Street	<b>Related DOT Code:</b>	NA
<b>Job Title:</b>	Accounting / Finance / Payroll Clerk	<b>Shift:</b>	Salaried
<b>Job Summary:</b>	Reports directly to and assists the Accounting / Finance Manager. Performs reoccurring office functions to include monthly customer billings, receipt of cash payments from customers, and biweekly payroll. Coordinates with other departments to ensure accurate service administration records are maintained for all departments in the company.		

### Essential Functions

1. Responsible for preparing employee pay and benefit documents. May work and negotiate directly with benefit service providers. Assists with interviews and selection of personnel as necessary.
2. Ensures the timely preparation of biweekly payroll and all related pay and benefit reporting to include state and federal monthly, quarterly, and year-end reports. Provide assistance as necessary during labor contract negotiations with the union to include wage and benefit proposals.
3. Assists the Accounting / Finance Manager with data collection, report filing, data entry, creation of documents and other day-to-day functions.
4. Ensures the timely completion of monthly customer billing to include computer maintenance of customers' accounts, meter data entry, usage verification, bill preparation, administration of customer meter deposits, as well as budget billing calculations and notifications. Ensures the completion of monthly sales and use tax reporting and payment.
5. Controls the accounts payable process to ensure timely payment of all outgoing expenditures. Ensures that all accounts payable duties are completed including data entry, check preparation, and calculation/preparation of form SSA-1099 to vendors or customers as required.
6. Remains informed on all utility policies and procedures. Ensures that customer complaints and inquiries are handled appropriately and in accordance with Iowa Utilities Board rules and regulations.
7. Prepares mandatory monthly, quarterly, and annual reports with the appropriate Federal, State, and Local agencies. Files reports as assigned.
8. Demonstrates ability to deal tactfully, patiently, and respectfully with co-workers and the public. Assists the Customer Service Representatives as needed.
9. May participate in a variety of assignments ranging from performing some projects of moderate complexity single handedly to performing portions of larger and more complex projects as part of a team.
10. Maintains a record of compliance / regulatory reports and works with General Manager, Accounting/ Finance Manager, and Department Supervisors on completing regulatory reporting.

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## Main Activities

- Maintains accounting records by making copies; filing documents.
- Reconciles bank statements by comparing statements with general ledger.
- Maintains accounting databases by entering data into the computer; processing backups.
- Verifies financial reports.
- Determines value of depreciable assets.
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities.
- Accomplishes accounting and organization mission by completing related results as needed.
- Maintains payroll information by collecting, calculating, and entering data.
- Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers.
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Determines payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment, and worker's compensation payments.
- Resolves payroll discrepancies by collecting and analyzing information.
- Provides payroll information by answering questions and requests.
- Maintains payroll operations by following policies and procedures; reporting needed changes.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Assists with calendars and schedules within the company.
- Assists in keeping office materials in supply.
- Contributes to team effort by accomplishing related results as needed.
- Conducts paperwork orientation for new employees.
- Other duties as assigned by Accounting / Finance Manager or General Manager.

Exposures	
Source	Description (level, duration, etc.)
Uneven/slippery surfaces	May encounter in walking to other departments.
Weather	May have exposure to outdoors if traveling to another department.
Confined Spaces	N/A
Heights	May be required to utilize a step stool and reach heights of 4 feet off the floor.
Noise	Traditional office associated noises.
Electricity	Limited exposure to electricity and risk of electrical shock.
Chemicals	Limited exposure to various toxic or caustic office chemicals.

## Knowledge, Skills, and Abilities

- Must have a combination of training and skills that will enable the performance of the responsibilities outlined above.
- Principles of customer service. Basic mathematic principles.
- Safely operate a motor vehicle.
- Work independently in the absence of supervision.

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- Ensure adherence to safe work practices and procedures.
- Complies with all company policies and procedures.
- Projects and promotes a positive attitude towards Osage Municipal Utilities both inside and outside the workplace.
- Practices a high standard of workmanship (e.g. avoid errors entering data) as a means of achieving the utmost reliability and safety from Utility operations.
- Modern office procedures, methods, and equipment including computers.
- Understand occupational hazards and standard safety practices.
- Stay current on federal, state, and local laws, codes, and regulations.
- Ability to perform basic record keeping tasks.
- Learn and apply new information of new skills.
- Follow oral and written instructions.
- Understand and carry out oral and written directions.
- Work cooperatively with others.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Must be a high school or vocational school graduate or any combination of experience and training that provides the required knowledge, skills, and abilities.
- Willing to attend safety meetings and work related conferences.
- Communicate effectively with customers on issues related to the utilities.
- Is open to new ideas and concepts that may make the organization more efficient.

Physical Demands	Description	Essential Function(s)
<b>Standing</b>	Stand for up to 30 minutes at a time.	1, 2, 3, 4, 5, 6, 7, 8, 9, 10
<b>Walking</b>	Ability to walk up to 1 mile a day.	1, 2, 3, 4, 5, 6, 7, 8, 9, 10
<b>Sitting</b>	Sit for up to 8 hours at a time at a desk.	1, 2, 3, 4, 5, 6, 7, 8, 9, 10
<b>Lifting</b>	Lift records boxes that from a floor position.	1, 2, 3, 4, 5, 6, 7, 8, 9, 10
<b>Carrying</b>	Carry up to 50# equipment up to 5' at a time.	1, 2, 3, 4, 5, 6, 7, 8, 9, 10
<b>Pushing</b>	Push up to 50# at 35".	1, 2, 3, 4, 5, 6, 7, 8, 9, 10
<b>Pulling</b>	Pull up to 50# at 35".	1, 2, 3, 4, 5, 6, 7, 8, 9, 10
<b>Climbing</b>	Occasionally climb up to 15 steps ranging in height from 9-18" regularly, utilize ladders and step stools to access records, and occasionally climb 4'.	1, 2, 3, 4, 5, 6, 7, 8, 9, 10
<b>Bending</b>	Bend from 0" to 75" to lift record boxes from the floor.	1, 2, 3, 4, 5, 6, 7, 8, 9, 10
<b>Reaching</b>	Reach from 0" to 75" with up to 25" forward reach to secure items on shelves.	1, 2, 3, 4, 5, 6, 7, 8, 9, 10
<b>Gripping</b>	Grip 30# bilaterally to grab records boxes.	1, 2, 3, 4, 5, 6, 7, 8, 9, 10
<b>Pinching</b>	Pinch up to 5# bilaterally to handle small parts and tools.	1, 2, 3, 4, 5, 6, 7, 8, 9, 10
<b>Low-level Work</b>	Occasional low level activity for up to 5 minutes at a time for a variety of functions.	1, 2, 3, 4, 5, 6, 7, 8, 9, 10
<b>Hand Coordination</b>	Hand coordination to write, use computer and telephone.	1, 2, 3, 4, 5, 6, 7, 8, 9, 10
<b>Vision</b>	See in the normal vision range with or without correction; vision sufficient to operate a motor vehicle and equipment; read computer screens, and printed documents.	1, 2, 3, 4, 5, 6, 7, 8, 9, 10
<b>Hearing</b>	Hear in the normal audio range with or without correction to listen for signs of danger, operate a radio and communicate with others.	1, 2, 3, 4, 5, 6, 7, 8, 9, 10

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## Personal Protective Equipment (PPE)

- Safety glasses, safety-toed shoes, hearing protection, hi-vis clothing, flame-retardant clothing, rubber gloves/sleeves, hard hat, fall protection, face shield.

## Licenses and Certifications

- Iowa Driver's License
- High School Equivalency or GED

## Recommendations/Comments:

Specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed with the job.

## Document History

Date	Description
4-5-17	Accounting / Finance / Payroll Clerk

## Definition of Terms

Term	Definition
• <b>Essential Functions</b>	• Those tasks that meet the definition of "the reason the position exists".
• <b>Marginal Functions</b>	• Those tasks which, if excluded or not performed, would not substantially change the result or output of the job classification.

Osage Municipal Utilities is an EEOE.