

**CITY OF ESCANABA  
JOB OPENING  
FULL-TIME ACCOUNTING CLERK**

The City of Escanaba is seeking qualified applicants for the position of Accounting Clerk. The Accounting Clerk reports to the City Controller and is responsible for general accounting duties and for preparation of the City's payroll, including, data entry, check preparation, W-2 and 1099 preparation, system administration, accounting entries, reporting, and State and Federal compliance. The Accounting Clerk is also responsible for the office supply inventory and for preparing monthly pension checks for the Public Safety Retirement Plan. Applicants must have a high school diploma with two years of payroll and/or accounting experience. Preference will be given to candidates who have completed college level coursework in accounting. Candidates must have strong computer skills with proven proficiency in Microsoft Excel. Candidates must also be adept at reading and interpreting State and Federal regulations, union contracts and City policies. Residency within 20 radius miles of the Escanaba City limits is required. Applicants are required to submit a resume and letter of interest via e-mail to [hr@escanaba.org](mailto:hr@escanaba.org) with "Accounting Clerk" in the subject line. Before applying, applicants are required to review the complete job description at <http://www.escanaba.org/jobopenings>. The deadline for submissions is Friday, June 14, 2019, at 4:00 p.m. The City of Escanaba is offering a starting wage of \$15.50 per hour with a competitive benefits package, including health insurance, paid time off, and retirement plan.

The City of Escanaba is an Equal Opportunity Employer

**CITY OF ESCANABA  
JOB DESCRIPTION**

**ACCOUNTING CLERK**

**Title:** Accounting Clerk

**Classification:** Non-Union, Non-Exempt, At-Will

**Department:** Controller

**Reports to:** Controller

**Supervised by:** Controller and Assistant Controller

**Revision Date:** May 20, 2019

**SUMMARY**

The Accounting Clerk is primarily responsible for preparation of the City's payroll, including, system administration, accounting entries, reporting, and State and Federal Compliance. Fielding questions from City departments and performing special analysis are integral components of the job.

**SUPERVISION RECEIVED**

Work is performed under direction of the City Controller and Assistant Controller.

**SUPERVISION EXERCISED**

None

**ESSENTIAL FUNCTIONS**

The following are examples of duties typically assigned to the Accounting Clerk. The following list does not include all duties which the Accounting Clerk may be expected to perform.

1. Review timesheets for compliance with payroll policies and union contracts, and report any irregularities to management.
2. Enter timekeeping data into City's payroll system.
3. Print and distribute bi-weekly paychecks, and prepare electronic payroll deposits.
4. Prepare and account for bi-weekly payroll including annual W-2 and 1099 statements.
5. Maintain payroll records in accordance with State and Federal regulations and in accordance with City policies and practices.
6. Ensure accurate distribution of payroll expenses across City departments.
7. Prepare monthly pension payments for Public Safety retirees.
8. Maintain the office supply inventory.
9. Process incoming and outgoing mail.
10. Provide accounting support for all City operations.
11. Account payable processing.
12. Maintaining the accounts receivable listing.
13. Preparation of pension checks.
14. Other accounting, data entry and clerical tasks as assigned.

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**REQUIRED QUALIFICATIONS**

1. High school diploma with 2 years' experience in payroll and/or accounting.
2. Preference will be given to candidates who have completed college level coursework in accounting.
3. Must have strong computer skills with proven proficiency in MS Excel.
4. Must be adept at reading and interpreting State and Federal regulations, Union contracts and City policies.

**SELECTION GUIDELINES**

Selection is based on strength of application, education, experience, personal interview and reference check. Job-related aptitude testing may be used to evaluate applicants.

**PHYSICAL DEMANDS**

While performing the essential functions of this job, the employee is regularly required to sit, stand, walk, climb, stoop, kneel, crouch, talk, hear, feel, reach, grab, keyboard and touch. The employee must occasionally lift or move up to 20 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

Work is performed in an indoor, climate controlled, office environment.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position.

The job description does not constitute an employment agreement and is subject to change by the employer as the needs of the employer and requirements of the job change.

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