



**CITY OF HANOVER
EMPLOYMENT POSITION DESCRIPTION**

ACCOUNTING SPECIALIST/DEPUTY CLERK

Reports to: City Administrator

Pay Grade: 4

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs professional and administrative work in the maintenance and preparation of financial records; does related work as required. Work is performed under the general supervision of the City Administrator.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

This position is responsible for the processing, reconciliation and reporting of payroll and accounts payable functions. Maintaining and preparing accounting, payroll, internal auditing, fixed assets, cash management, investment of funds and other financial record-keeping programs of the City; preparing financial reports to monitor revenues and expenditures; performing special projects as assigned by the City Administrator.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Prepares, maintains and processes accounts receivable. Issues invoices for the collection of receivables.
- Manage cost analysis. Manage Track expense for various items for use in fee for service analysis/discussions. Identify task and/or purchase items where cost savings could be obtained and relay to Administrator and Department heads for discussion – contracting out where appropriate, vendor change recommendations, identified waste, etc. Provide data and analysis to administrator when requested for various topics.
- Prepares, codes, and verifies vendor invoices for presentation to the City Council; issues checks and maintains records of accounts payable.
- Prepares and maintains all payroll records, including 1099 earnings of independent contractors; prepares and files all required federal, state and PERA reports and payments.
- Maintains the general ledger according to accepted accounting principles; creates and processes all year-end journal entries.
- Prepares payroll administration and does not adjust without supervisor approval. Assure accurate accounting distribution, governmental reporting/compliance, and preparation of necessary deductions. Update payroll system by adding new employees and terminated employee information,

salary, tax, and deduction changes. Ensure proper documentation and authorization for execution of payroll and leave processing.

- Tracks and maintains fixed asset records, including depreciation expense.
- Prepares financial reports for all funds.
- Administer investments with various banking institutions. Make recommendations on investment of idle funds. Manage cash flow.
- Coordinates and assists with the annual audit.
- Reconciles all special assessment and tax payments from the counties.
- Prepare annual reports.
- Prepares bank deposits; and records; reconciles all banking and investment accounts.
- Assist Departments with questions on purchasing policies and departmental budgets.
- Maintain records system and assist with data retentions and record management with direction by the City Clerk. Ensure records are saved with consistent naming conventions and file locations.
- Serves as Deputy City Clerk. Assists City Clerk in management of elections.
- Perform other duties and assume responsibilities as apparent or assigned.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of spreadsheet, database and word processing software; experience with fund accounting software; ability to perform accurate and detailed calculations; ability to perform complex bookkeeping/accounting work with high degree of concentration and organization; thorough knowledge of the principles, methods and practices of municipal accounting and budgeting; thorough knowledge of the laws, ordinances and regulations governing municipal financial matters; thorough knowledge of standard office procedures, practices and equipment; working knowledge of computer operations and relevant software programs; ability to assist and make recommendations on City Code updates; ability to prepare complex financial reports and records; ability to analyze and evaluate complex financial reports and records; ability to establish and maintain effective working relationships with others; ability to express technical ideas effectively, orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with a bachelor's degree in accounting, business administration or related field and some experience in public finance.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires stooping, reaching, walking, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

The job description is subject to change as the needs of the employer and requirements of the job change. The City of Hanover reserves the right to change and/or eliminate any and all job duties if needed.

Hanover Core Competencies

Accountability & Dependability	<ul style="list-style-type: none">• Takes personal responsibility for the quality and timeliness of work and achieves results with limited oversight.• Follows instructions and adheres to all City policies and procedures as required.• Maintains an acceptable record of work attendance and punctuality in accordance with City and Department requirements. Completes necessary approval for time off, comp time and overtime. Shares calendar to assist team on availability.• Follows through on assignments and complete work with honesty and integrity.• Completes assignments as directed by supervisor, City Administrator and/or Council.• Confers regularly with and keep immediate supervisor informed of all important matters pertaining to applicable job functions and responsibilities.• Develops, maintains a thorough working knowledge of, and complies with all departmental and applicable City policies and procedures.
Attention to Detail	<ul style="list-style-type: none">• Diligently attends to details and pursues quality in accomplishing tasks.• Checks work to ensure accuracy and completeness. Compares observations or finished work to what is expected to find inconsistencies.
Customer Service	<ul style="list-style-type: none">• Provides information, options, and/or solutions to inquiries, concerns, and/or requests from the public in a respectful manner.• Maintains the City’s reputation of providing a high-level of customer satisfaction.• Represent the City in a professional manner to the public, outside contacts, and team.
Equipment Operation	<ul style="list-style-type: none">• Properly uses tools, machines, and/or vehicles to complete the assigned work.• Accurately sets up and calibrates tools and machines. Routinely inspects equipment and adheres to the proper maintenance schedule.• Follows safety and other regulations when handling and operating equipment. Uses equipment for its intended purpose only and protects it from damage and misuse.
Interpersonal Skills	<ul style="list-style-type: none">• Gets along and interacts positively with co-workers and members of the public; understands and relates to others.• Understands the interests and concerns of others. Listens attentively to other’s ideas and concerns.
Professional Conduct & Integrity	<ul style="list-style-type: none">• Demonstrates knowledge and actions consistent with the City’s values and the City’s code of ethics and conduct.• Respects and maintains confidentiality.• Demonstrates high moral principles and professional standards with others through truthfulness and sincerity; makes ethical decisions.• Shows respect for others’ ideas, perspectives, and styles. Demonstrates appropriate business etiquette and social skills.

Quality of Work	<ul style="list-style-type: none"> • Maintains a high level of accuracy and attention to detail. • Demonstrates the ability to use resources productively, effectively, and efficiently. • Demonstrates the ability to think proactively, anticipates potential problems, and provides workable solutions and alternatives with a 'can do' approach. • Develops and maintains good working knowledge of job responsibilities and prescribed procedures to facilitate efficient performance of duties. Takes initiative to utilize job knowledge to analyze situations, resolve problems, and reach decisions.
Relationship Building	<ul style="list-style-type: none"> • Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect. • Maintains an open, approachable manner, and treats others fairly and respectfully. Preserves others' self-confidence and dignity, and shows regard for their opinions. • Seeks to resolve confrontations and disagreements constructively. Focuses on the situation, issues, or behaviors, rather than the people. • Expresses gratitude and appreciation to others who provide information, assistance or support.
Safety	<ul style="list-style-type: none"> • Maintains a safe work environment by complying with City safety policies and procedures, and attends necessary trainings. • Always performs work in a safe manner. Avoids shortcuts that increase health and safety risks to self or others. Organizes the personal workspace to minimize the likelihood of an accident or other unsafe situation. • Maintains emergency supplies and/or personal protective gear. • Reports safety concerns or incidents and near misses to appropriate parties.
Teamwork	<ul style="list-style-type: none"> • Promotes cooperation and commitment within a team to achieve goals and deliverables. • Encourages team unity through sharing information or expertise, working together to solve problems, and putting team success first. • Gives honest and constructive feedback and shows willingness to receive feedback from peers. • Assists to teammates as needed. • Works with team to create how-to documents to assist with cross-over training and process improvement. • Develops respectful and cooperative working relationships with co-workers, including ability to assist others, as approved by supervisor. • Demonstration by personal example the spirit of service, excellence and integrity expected from all staff.