



ACCOUNTING CLERK VILLAGE OF LITTLE CHUTE

GENERAL PURPOSE

This is a responsible customer service, cash receipting and accounting position which involves moderately complex work methods and problems. Work involves performing a wide variety of customer service, cash receipting and accounting duties which require the application of sound judgment in the interpretation of policies and regulations.

SUPERVISION RECEIVED

Works under the supervision of the Finance Director with moderate discretion as to procedure and priority.

SUPERVISION EXERCISED

None.

ESSENTIAL JOB FUNCTIONS

- Collects and processes all customer receipts, including but not limited to, property tax payments, utility bill payments, accounts receivable, pet licenses, special assessment, parking and court citations.
- Collects and processes all receipts received from other Village departments.
- Provides assistance, either in person or over the phone, to customers regarding Village billing and collection policies and procedures.
- Reconciles cash receipts and compiles the bank deposit on a backup basis.
- Open, research and sort incoming mail and night deposit box receipts.
- Prepares invoices, reconcile the Accounts Receivable ledger to ensure all payments accounted for and properly posted.
- Facilitate payment of invoices by sending billing reminders and contacting customers.
- Answers telephone as Finance Department telephone customer service representative for utility, tax, and miscellaneous Village Hall telephone calls; responds to inquiries and routine complaints and/or routes calls to appropriate individuals or departments.
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required, normally during tax collection time; December 10 – January 31.
- Monitor the collection procedure for NSF checks and past due bills.

OTHER JOB FUNCTIONS

- Processes invoices timely and accurately; allocates expenditures to proper budget accounts; prepares payment list for Village Board and Utility Commission meetings; post payments to general ledger.
- Prepares letters, reports, tables and other correspondence from copy or hand-written materials, rough drafts, verbal instructions and independent composition.
- Assists in preparing and processing real estate inquiry forms.
- Completes utility job orders.
- Works on special projects such as Excel spreadsheets or assisting other departmental personnel.
- Provides backup for other clerical positions as needed.
- Completes other work as assigned.

REQUIREMENTS OF WORK

Experience in responsible cashier/teller customer service and accounting work. Graduation from high school, plus at least one year of college, business, technical or secretarial school, or any equivalent combination of education, experience and training which provides the following knowledge, abilities and skills:

- Knowledge of cash handling, receipting, and reconciling.
- Knowledge of bookkeeping and accounting processes and practices.
- Knowledge of business English, spelling, telephone etiquette, arithmetic and vocabulary.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of departmental rules, regulations, procedures and functions.
- Ability to interact with the public in a tactful and courteous manner.
- Ability to work accurately under pressure and to meet deadlines.
- Ability to understand and effectively carry out moderately complex oral and written instructions.
- Ability to keep focused on work assignments while being interrupted to answer telephone calls and assist with walk in customers.
- Ability to work with limited direction.
- Ability to make minor decisions in accordance with laws and regulations and to apply these to work problems.
- Ability to make moderately complex arithmetic computations accurately and with reasonable speed.
- Ability to establish and maintain effective working relationships with all employees and to deal with public relation problems in a courteous and tactful manner.
- Ability to work as a team in a fast-paced environment maintaining effective relationships with co-workers, supervisors and peers.
- Ability to maintain office records; compile difficult or complex data, and to prepare accurate reports.
- Ability to stand or sit for long periods of time.

- Skill in operation of mainframe, microcomputer software, and other standard office equipment.
- Strong oral and written communication skills.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interviews and references check; job related tests might be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

Lisa Remiker-DeWall
Finance Director
108 W Main St
Little Chute WI 54140
lisa@littlechutewi.org

Special skills & qualifications – *this information must be provided if you are applying for a position requiring these skills:*

List all computer software which you can operate skillfully:

Foreign language (spoken or read with proficiency):

French German Spanish Hmong Other:

Training beyond high school:

College or university, technical, nursing, business college or other schools you have attended.

College, university or school – name, location and phone number			Major field
Presently Attending	Credits	GPA	Type of Degree Received
College, university or school – name, location and phone number			Major field
Presently Attending	Credits	GPA	Type of Degree Received
College, university or school – name, location and phone number			
Presently Attending	Credits	GPA	Type of Degree Received
College, university or school – name, location and phone number			
Presently Attending	Credits	GPA	Type of Degree Received

Describe any education or training you have had which is not covered above, such as vocational school, correspondence courses, service schools, police academy, or in-service training. Please provide dates.

IMPORTANT: You must complete the employment sections of this application. Use additional sheets if necessary. You may attach a resume to further explain your qualifications. Please list a minimum of prior ten years' experience and education. **DO NOT WRITE "SEE RESUME"**.

EMPLOYMENT SECTION: (Please start with your most recent position - include military service

From (month & year)	PRIMARY DUTIES:		Title of your PRESENT/MOST RECENT position:	
To (month & year)				
Hours each week:				
Full time Part time Temporary				
Starting salary (indicate yearly, monthly or hourly):	Employer's Name (Company Name)	Phone Number		
Present salary (indicate yearly, monthly or hourly):	Address:			
Number of employees you supervise	Name and title of supervisor:			
If currently employed, may we contact that employer?	yes no, not at this time	Reason for leaving or considering change:		
Were you involuntarily discharged?	yes no			
From (month & year)	PRIMARY DUTIES:			Title of your position held:
To (month & year)				
Hours each week:				
Full time Part time Temporary				
Starting salary (indicate yearly, monthly or hourly):	Employer's Name (Company Name)	Phone Number		
Present salary (indicate yearly, monthly or hourly):	Address:			
Number of employees you supervise	Name and title of supervisor:			
If currently employed, may we contact that employer?	yes no, not at this time	Reason for leaving or considering change:		
Were you involuntarily discharged?	yes no			

From (month & year)	PRIMARY DUTIES:		Title of your position held
To (month & year)			
Hours each week:			
Full time Part time Temporary			
Starting salary (indicate yearly, monthly or hourly):	Employer's Name (Company Name)	Phone Number	
Present salary (indicate yearly, monthly or hourly):	Address:		
Number of employees you supervise	Name and title of supervisor:		
If currently employed, may we contact that employer?	yes no, not at this time	Reason for leaving or considering change:	
Were you involuntarily discharged?	yes no		

Please use a separate sheet of paper for additional employers if needed

OTHER EXPERIENCE (Include volunteer experience, internships, and/or jobs, not included in the employment section.)					
Company Name/Location	Job Title	Dates Employed (month/year)		Annual Salary	Full or part-time
		To	From		

Have you ever been suspended from any position? **yes** **no**
If yes, please explain (including date, location, employer and situation)

Please explain any gaps in employment:

REFERENCES – THIS SECTION MUST BE COMPLETE

Work or education related (e.g. former employers, supervisors, co-workers, school faculty). No relatives/significant others.

Name	Phone	Nature of Relationship
Occupation	Address	
Name	Phone	Nature of Relationship
Occupation	Address	
Name	Phone	Nature of Relationship
Occupation	Address	
Name	Phone	Nature of Relationship
Occupation	Address	
Name	Phone	Nature of Relationship
Occupation	Address	

AUTHORIZATION AND CERTIFICATION

Please read and initial each of the following statements. If you have a question regarding any of these statements, please ask prior to initialing and signing the application. Your initials and signature verify that you have read, understand and agree to abide by these statements.

Initial:

_____ I authorize any person contacted to provide the Village of Little Chute any and all information regarding my employment, education and other information concerning any of the subjects covered by the application which may include, but not be limited to, application of employment, performance evaluations, work records, excluding workers compensation if any, wage rates, supervisors' comments, results of any and all non-medical tests, disciplinary reports or letters, and complaints or allegations regarding any misconduct. I agree to execute release authorization forms as required by the Village of Little Chute to request employment records from my present and/or former employer(s). I release and hold harmless the Village of Little Chute, their officers, agents and employees, and the person(s) providing the information from any liability related to the providing of this information.

Initial:

_____ I understand that after receiving a conditional offer of employment I may be required to successfully pass pre-employment and post-employment exams to gain employment or continue employment with the Village of Little Chute. I consent freely and voluntarily to participate in required drug tests and/or a pre-employment physical exam at a location selected by the Village of Little Chute, and consent to the release of the test results to the Village of Little Chute I hereby release and hold harmless the Village of Little Chute, their officers, agents and employees, and the laboratory, their employees, agents and contractors from any liability whatsoever, arising from the drug tests and/or a pre-employment exam and decisions concerning employment based upon the results of the tests.

Initial:

_____ I authorize the Village of Little Chute, its officers, agents, and employees to conduct a background criminal check and a check with the Department of Transportation prior to making a decision regarding employment. I release and hold harmless the Village of Little Chute, their officers, agents, and employees and the person(s) providing the information from any liability related to the performance or result of this check. I recognize that this information will be considered by the Village of Little Chute only if it substantially relates to the position applied for.

Initial:

_____ If accepted for employment, I agree that my status as an employee depends upon my successful performance. I understand that just as I am free to resign at any time, the Village of Little Chute reserves the right to terminate my employment at any time. All employees not covered by a collective bargaining agreement are considered at-will employees.

Initial:

_____ I agree to use such personal protective equipment and devices as may be required by the Village of Little Chute and to comply with safety rules and requirements. In addition, I understand that the Village of Little Chute maintains a workplace free from drugs, harassment and violence.

Initial:

_____ I understand that nothing contained in the application or any employee handbook, the granting of an interview, or an offer/acceptance of employment constitutes an employment contract. I understand that no representative of the Village of Little Chute has the authority to make any assurances to the contrary.

Initial:

I hereby certify that all statements made on or in connection with my application are true, complete and correct to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material fact subject me to disqualification or, if hired, dismissal.

Notice – Wisconsin Open Records Law: Under section 19.36(7) of Wisconsin Statutes, the names of the "Final Candidates" must be open to public inspection. The statute also provides that if an applicant does not want his/her name revealed prior to being a "Final Candidate" they can do so by making a separate request in writing.

The Village of Little Chute is committed to the equality of opportunity for all people. It is the policy of the Village of Little Chute to provide equal employment opportunities for all individuals on the basis of their skills, abilities and qualifications, without regard to race, color, national origin, religion, political affiliation, sex, age, disability, marital status, arrest or conviction record, sexual orientation, disabled veteran or covered veteran status, membership in the National Guard or any other reserve component of the United States or State military forces, use or nonuse of lawful products off the employer's premises during non-working hours, or any other non-merit factors, except where such factors constitute a bona fide occupational qualification.

Applicant's signature

Date