

**FISCAL ASSISTANT: ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE**

<b>Department:</b> Finance Department	<b>Work Location:</b> 1 N. Prospect Ave.	<b>Date of last revision:</b> January, 2019
<b>Reports to:</b> Finance Director	<b>Supervises:</b> None	<b>Licenses/Certificates:</b> None
<b>FLSA Status:</b> Non-Exempt	<b>Pay Classification:</b> 4	<b>Hours per week:</b> 25

**NATURE OF WORK**

This is fiscal data entry, financial recordkeeping, clerical and customer relations work of some complexity. Work involves processing, verifying, and recording financial data relating to accounts payable and accounts receivable. Work is reviewed for the maintenance of high standards of accuracy and production and on the basis of internal controls and established procedures and policies.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

- Opens and stamp dates invoices; review for the required supporting information and proper spending authorization, and obtains additional information from department heads as needed.
- Accurately enters invoices into the financial software, runs claims ordinance and processes checks for mailing.
- Prepares invoices for a variety of Village services including repair of damage to Village property, rentals, intergovernmental agreements, new water meters, and the like. Collects on past due accounts. Reconciles subsidiary journals to the general ledger. Prepares reports as requested for Director.
- Assists with accepting payments for water bills, licenses, building permits, and other obligations; verifies payments against bills or invoices.
- Assists with answering incoming calls for Village departments and offices; responds to generally inquiries and refers others to appropriate Village departments.
- Assists in general office work; answers the telephone, responds to customers at front desk.
- Cross trains and acts as backup for payroll.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.
- Follows all applicable safety policies and procedures and follows recognized safe work practices.
- Reports all accidents, near misses, unsafe conditions and acts to supervisor. Recommends improvement to safety practices.

- Takes personal responsibility for preventable accidents. Conducts daily inspection of work area and performs appropriate housekeeping in work area to prevent accidents.
- Follows proper lifting/material handling procedures at all times.

## **OTHER JOB FUNCTIONS**

- Provides office support and other duties as required.

## **REQUIREMENTS OF WORK**

- High school graduation or GED equivalent.
- Experience in billing or collections work.
- Knowledge of basic accounting principles and procedures,
- Excellent analytical and organizational skills. Ability to prioritize and meet deadlines.
- Knowledge of modern office management practices, procedures, and equipment.
- Ability to maintain financial records, and to prepare clerical and routine financial reports.
- Ability to perform arithmetic calculations quickly and accurately.
- Excellent customer service skills.
- Ability to deal tactfully and effectively with customers and the general public and to convey concise and accurate information by telephone, in person and in writing.
- Ability to establish and maintain effective working relationships with other employees.
- Ability to understand and follow oral and written instructions.
- Skill in the operation of devices using personal computers and related financial and Microsoft Office software and alphanumeric keyboards.
- Ability to perform work in a safe manner, follow safe work procedures, and take necessary safety precautions.

## **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.

- Work is performed mostly in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear; use hands and fingers to handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus.

