

City of Rapid City Job Description

Job Title	The Monument Accounting Clerk I & II		
Job Code:	CCC1, CCC2	Bargaining Unit:	AFSCME
Pay Grade:	See Wage Scale	Date Revised:	3/10/2023
FLSA Status:	Non-Exempt		

General Summary: This position is responsible for providing bookkeeping, reception, computer input support and general accounting.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Counts money and balances payments or department reports to accounts receivable and maintains appropriate account ledgers.
- *Writes checks for show settlements to vendors, etc.*
- *Processes and maintains EOM & YTD financials.*
- *Serves as backup for the vault team to reconcile tills with reporting and prepare deposits.*
- Inputs data from receipts, purchase orders, and other documents utilizing Great Plains and Tyler financial software.
- Assists customers through face to face contact or by phone.
- *Prepares The Monument payroll.*
- *Tracks attendance for all shows.*
- Prepares bill lists and disburses petty cash travel funds.
- Prepares and files purchase orders, invoices, vouchers, sales tax reports and other documents.
- Reconciles city US Bank credit card monthly.
- Acts as cashier when necessary.
- Acts as receptionist and releases general information to the public.
- *Data tracking for certain items including event/event days reporting, cost tracking, police hours, water, fuel, Kone, and club commissions among others.*
- *Project A/R monthly.*
- Serves as back up to the functions of other team members based on business need.

Qualifications:

Education and/or Experience:

Civic Center Clerk I: High school diploma or general education degree (GED) and two years related experience in accounting. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

Civic Center Clerk II: Associates' degree in accounting, business or related field and one-year related experience in accounting; or one-year certificate from college or technical school in accounting, business or related field

and two years related experience in accounting. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

Certificates, Licenses, Registrations:

Must possess a valid driver's license or ability to obtain within 30 days from date of hire.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to walk; sit and reach with hands and arms. The employee is occasionally required to stand and stoop, kneel crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.