

City of Rapid City

Job Description

Job Title	The Monument Accounts Receivable Clerk III		
Job Code:	ARC3	Bargaining Unit:	AFSCME
Pay Grade:	See Wage Scale	Date Revised:	3/10/2023
FLSA Status:	Non-Exempt		

General Summary: The Monument Accounts Receivable Clerk III is responsible for front line contact with office visitors and answering phone calls, maintaining financial records, provide customer service, various reporting and providing accounting and administrative support to multiple areas of The Monument. Evening and weekend work required on occasion based on business need.

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.

- Processes all monthly statements, verifies finance charges are applied when applicable, checks for accuracy of amount to be paid and required documentation.
- Receives all payments and prepares them for proper coding and receipting by accounts payable personnel.
- Works with box office staff on integration of daily ticket sales from Paciolan (ticket point of sale system).
- Reconciles monthly bank statements with Great Plains, make any necessary adjusting entries, and ensure accuracy in Great Plains.
- Answers phones as part of the front office and greet office visitors, patrons, and partners.
- Distributes all correspondence required by the business including weekly work schedules, event schedule summaries, etc.
- Orders office supplies.
- Produces shipping labels as needed.
- Answers vendor inquiries; balances vendor statements; and analyze vendor accounts including doing profit and loss data entry and analysis on all invoiced events.
- Assists internal and external customers; maintain all accounts receivable files.
- Maintains various spreadsheets and databases.
- Processes end-of month transactions and may serve as a backup to Accounts Payable personnel.
- Completes Monthly invoicing to all partners and 3rd party vendors of RPCC.
- Fully prepares all shared documentation for board of director meetings including any copies needed for the people attending, quorum verification, emailed agenda and other applicable information to media, board members, and other pertinent parties, and any other tasks required to prepare for board meetings.
- Attends all board of director meetings normally held on the Tuesday of the 2nd and 4th week of each month to organize and take minutes for each meeting.
- Collects on past due invoices on any outstanding customer accounts.
- Settles smaller events with the promoter partner of the event.

Qualifications:

Associate's degree (bachelor's preferred) in accounting or finance is required and at least two years related experience in a finance environment. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

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 varies depending on the activity in the business, events, etc.

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 sit; use hands; talk and hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.