City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>The Monument Accounts Receivable Clerk III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code:</td>
<td>ARC3</td>
</tr>
<tr>
<td>Job Family:</td>
<td></td>
</tr>
<tr>
<td>Pay Grade:</td>
<td>AC03</td>
</tr>
<tr>
<td>Date Revised:</td>
<td>3/04/2021</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
</tr>
</tbody>
</table>

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 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.

The Monument Accounts Payable Clerk III:

- Process all monthly statements, verifies finance charges are applied when applicable, checks for accuracy of amount to be paid and required documentation.
- Receive all payments and prepares them for proper coding and receipting by accounts payable personnel.
- Work with box office staff on integration of daily ticket sales from Paciolan (ticket point of sale system).
- Reconcile monthly bank statements with Great Plains, make any necessary adjusting entries, and ensure accuracy in Great Plains.
- Answer phones as part of the front office and greet office visitors, patrons, and partners.
- Distribute all correspondence required by the business including weekly work schedules, event schedule summaries, etc.
- Order office supplies.
- Produce 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.
- Assist internal and external customers; maintain all accounts receivable files.
- Maintain various spreadsheets and databases.
- Process end-of month transactions and may serve as a backup to Accounts Payable personnel.
- Complete Monthly invoicing to all partners and 3rd party vendors of RPCC.
- Full preparation of 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.
- Attend 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.
- Collect on past due invoices on any outstanding customer accounts.
- Settle smaller events with the promoter partner of the event.
- Required evening and weekend work based on business need. Being present during events to coordinate office activities for the manager on duty.
- All other tasks as assigned by management based on business need.
Qualifications:

The Monument Accounts Payable Clerk III:

- Minimum Associate’s degree (bachelor’s preferred) in accounting or finance is required and at least two years related experience in a finance environment or an equivalent combination of related education and experience.
- Proficient in Excel, Word, and Power Point with a heavy emphasis on Excel. Proven ability to develop spreadsheets, use advanced formulas, and report creation.
- Acute attention to detail and accuracy required.
- Proficiency with Great Plains or other financial software as well as Zoom, Teams, or other meeting software strongly preferred but not required.

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.