

City of Fenton  
Job Description

**Job Title**                    **Bookkeeper – Accounting / Administrative Support**  
**Department:**                **Finance**  
**Reports to:**                 **City Administrator**  
**Description Date:**         **September 1999**  
**Revision Date:**             **September 2000, January 2003, August 2003, September 2004, February 2014, January 2018, May 2021, and May 2022.**  
**Pay Grade:**                 **9 (\$39,003 - \$48,065 - \$57,128)**  
**Status:**                      **Non-Exempt, Full-Time**

### **Summary**

Performs daily accounting functions including accounts receivable ,cash receipts and will also provide administrative support and assistance.

**Essential Duties and Responsibilities include the following; however, other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

- Process accounts receivables;
- Make daily bank deposits and maintains records related to cash receipts for City Hall, Community Development, Public Works, and Park activities;
- Match all cash deposits to deposit slips;
- Download sales tax files from state and produce schedules and analysis, as required;
- Prepare audit support schedules and audit confirmation letters, as required;
- Issue accounts receivable invoices and monitor outstanding receivable invoices;
- Keeps vendor files and information up to date;
- Provide backup assistance for payroll processing and accounts payable processing;
- Provide support for year-end closing;
- Assists with answering and directing incoming phone calls;
- Assists with assembling Board / Committee packets and meeting setup;
- Open, sort and route incoming mail and prepare outgoing mail;
- Organizing/maintaining electronic and paper files/records;
- Provides support to staff as needed; and
- Other duties as assigned.

### **Supervisory Duties**

No supervisory responsibilities.

### **Education and Experience Required**

Associate degree in Accounting, Finance, or related field. At least three (3) years of experience in bookkeeping or accounting or an equivalent combination of education and experience. Must have reliable transportation to and from work.

### **Knowledge, Skills, and Abilities**

Knowledge of:

- Microsoft Office products, including Word and Excel; and

- Generally accepted accounting standards, methods, and related state and federal regulations and Municipal Ordinances.

Ability to:

- Effectively prioritize the responsibilities of the position;
- Understand detailed work and the ability to supervise it and verify its accuracy;
- Operate office equipment such as computers, fax machines, copiers, and telephones;
- Effectively communicate both verbal and written information;
- Exceptional organization skills;
- Excellent data entry skills;
- High degree of accuracy and attention to detail; and
- Demonstrate professional and effective interpersonal skills.

### Work Environment

The indoor environment provides for a safe and healthy work environment and is smoke and drug free.

### Physical Requirements

Regularly required to sit for extended periods of time, communicate and exchange accurate information, and use repetitive wrist/hand/finger movement. Requires clarity of vision and three-dimensional vision. Occasionally required to lift and carry up to fifteen (15) pounds.

***This job description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that are given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing those duties shall not be held to exclude other essential functions, responsibilities, or duties not mentioned in this description that are of similar kind or level.***

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

---

Employee Signature

---

Date