

**Accounting Clerk
City of Rock Falls**

Reports to: Business Office Department Head

POSITION SUMMARY

The Accounting Clerk is responsible for performing a variety of accounting, administrative, and clerical duties to support the financial operations of the City of Rock Falls. This position assists with accounts payable, accounts receivable, business licensing, and confidential administrative functions while providing professional service to City departments, vendors, and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Accounts Payable

- **Invoice Processing:**
Receive, review, code, and enter vendor invoices into the accounting system.
- **Payment Management:**
Schedule and process payments (checks, EFT, ACH) for vendors, ensuring timely disbursement and avoiding late fees.
- **Account Reconciliation:**
Reconcile vendor statements and credit card statements, investigating and resolving any discrepancies.
- **Record Keeping:**
Maintain accurate and organized records of all AP transactions and supporting documentation.
- **Vendor Communication:**
Respond to vendor inquiries and resolve payment issues, fostering strong relationships.
- **Reporting & Compliance:**
Generate reports and ensure adherence to company policies and internal controls.
- **Process Improvement:**
Identify opportunities to improve AP workflows and efficiency.

Accounts Receivable

- Prepare invoices and enter payments received into the accounting system.

Business Licenses

- Generate and distribute annual business license renewal notices. Review and process completed business license applications.

Payroll (as needed)

- Verifies employee timesheets for accuracy. Inputs data into payroll systems and updates tax, bank, and employee info. Assists in calculating wages, overtime, deductions and garnishments. Maintains organized electronic and paper payroll records in compliance with legal regulations and company policies.

Administrative and Departmental Support

- Answer telephone calls, take messages, and direct inquiries to appropriate departments.
- Provide confidential administrative assistance to other City departments as needed.
- Assist with the management and maintenance of the City's website and social media platforms.
- Perform other duties as assigned.

QUALIFICATIONS

- High School diploma or equivalent required
- Accounts Payable, Payroll and Customer Service experience preferred
- Ability to interact with the public in a professional, courteous, and respectful manner
- Proficiency in Microsoft Office and Adobe Acrobat Pro

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands described are representative of those required to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands:** Prolonged periods of sitting and computer use. Occasional lifting up to 25lbs.
- **Work Environment:** Indoor open-office environment

City of Rock Falls

603 W. 10th Street
Rock Falls, IL 61071-2854

Mayor
Rod Kleckler
815-380-5333

City Administrator
Robbin D. Blackert
815-564-1366



City Clerk
Pam Martinez
815-622-1104

City Treasurer
Kay Abner
815-622-1100

BENEFIT PACKAGE

1. **Employment Wage - \$19.50**
2. **Health & Dental Coverages Available after 90 Days of Employment**
 - Employee Only Coverage
 - Employee & Spouse
 - Employee & Child (up to 26 years old)
 - Family Coverage
 - a. **Blue Cross/Blue Shield of Illinois Health Insurance**
 - 80% of Premium paid by City
 - 20% of Premium paid by Employee
 - b. **Met Life Dental Insurance**
 - 80% of Premium paid by City
 - 20% of Premium paid by Employee

(Only available for spouse if they do not have insurance available through their employer)
3. **Illinois Municipal Retirement Fund (IMRF)**
 - Tier 2 Plan
 - Vested after 10 years of service
 - IMRF Tier 2 Plan can be viewed at www.imrf.org
4. **Vacation / Sick / Personal Days**
 - a. Vacation Days - 1 week after first year of service
 - b. Sick Days - 11 Sick Days per calendar year (1 day earned per month, up to 11 days per year)
 - c. Personal Days – 2 personal days per calendar year
5. **Holiday Pay: 12 paid holidays per year:**

New Year's Day	Labor Day
Presidents Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Juneteenth	Christmas Eve
July 4 th	Christmas Day