

BOROUGH OF WILKINSBURG

JOB TITLE: **FINANCE CLERK III**
DEPARTMENT: FINANCE
REPORTS TO: FINANCE DIRECTOR
LAST REVISED: DECEMBER 2021

POSITION PURPOSE AND OBJECTIVES:

This is a varied accounting and clerical position with primary responsibility for performing the accounts payable function and payroll processing of the Finance Department. The Finance Clerk III is also responsible for general administrative duties. Requires considerable initiative and good judgment in the performance of all job responsibilities. Work is performed under the direct supervision of the Finance Director.

ESSENTIAL JOB FUNCTIONS:

- Maintains accurate records of all purchase orders produced
- Maintains accurate accounts payable files and payroll files
- Handles account payable inquiries from Borough employees and vendors
- Processes all invoices received from vendors and verify that goods have been received or that services have been rendered
- Prepares invoice data for weekly bill list
- Prepares monthly bill list for approval by Finance Committee and Council
- Processes all accounts payable checks, including payroll disbursements
- Ensures that all checks issued have adequate supporting documentation, are payable to the correct payee, and contain the required three signatures prior to actual disbursement
- Performs payroll function to include controlling all payroll information entered into computerized system, making corrections or changes to employee records and preparing payroll and deduction reports as required
- Verifies department payrolls, enters verified payroll data, runs payroll checks, issues check to departments, files vouchers and disbursements
- Processes monthly and quarterly billing statements for group insurance coverage, pension and deferred compensation programs
- Prepares and distributes yearly earnings records (W-2's) to employees and files quarterly and annual earnings records per federal, state and local guidelines
- Answers all requests from employees concerning wage information and answers general questions concerning benefits and payroll
- Maintains records of all benefit and pension contributions per employee

- Maintains petty cash box. Reconciles and prepares reimbursement of petty cash box monthly
- Performs those duties as required and upon the direction of the Finance Director and/or Borough Manager, in the absence of Finance Clerk II

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: Thorough knowledge of basic bookkeeping and accounting principles, practices and procedures; knowledge of payroll systems; knowledge of English language and basic mathematical principles; ability to operate computers and related office equipment; ability to maintain accurate records through electronic and paper systems; ability to use Microsoft Office, including MS Word and Excel, and any current or other future computer platform for documentation; ability to establish and maintain a good working relationship with coworkers, municipal employees and the general public, ability to work independently and accurately; skills of verbal and non-verbal conflict resolution. If at any time the job requires the operation of a Borough or personal vehicle, one must possess a valid PA Driver’s License.

WORKING CONDITIONS: Work is performed in a generally comfortable indoor office environment.

PHYSICAL DEMANDS: (SEDMENTARY) Prolonged sitting, light lifting of office materials, some bending to retrieve and replace files, operation of computer and office equipment.

MINIMUM QUALIFICATIONS: Education: Completion of high school or equivalent with emphasis on clerical and/or secretarial skills, preferably supplemented by business school or college training. Prefer an Associates degree in business, finance or accounting and knowledge of Microsoft Office products and computerized financial management systems.

Experience: A minimum of two years of work experience in an accounting office or as a bookkeeper. Municipal finance experience preferred.

DISCLAIMER: The preceding description is not designed to be a complete list of all duties and responsibilities required of the Finance Clerk III position.

Approved: _____
 Department Head

 Borough Manager

 Original Approval

 Revised