

ACCOUNTING CLERK

CITY OF CUDAHY

The City of Cudahy is seeking applicants for a full time Accounting Clerk responsible for municipal accounting and the procedures governing receipt and expenditure of all municipal funds. This position is responsible for providing of financial statements, analytical reports, cost studies, budgetary controls, and related manager information in the performance of their daily work.

Essential duties include assisting in the management and monitoring of the city's financial operations, preparing and entering journal entries to record city expenses and revenues, balancing of general ledger accounts including but not limited to accounts receivable, accounts payable, and payroll, assisting in preparation of annual budget, compile and reconcile all financial schedules for publication of city budget, assist Deputy Treasurer in verification of calculations of annual property tax billing process. Other duties include support of annual audit, proper accounting and financial analysis related to departmental needs, assurance of proper debt payments, filing of required State and Federal financial reports, preparation of monthly financial summaries, accounts receivable for various city services, special assessment billing, attend training and conferences to maintain accounting standards and knowledge of current laws as set forth by GASB and the Wisconsin Department of Revenue, regular consulting with City of Cudahy audit firm and financial consultants to maintain proper financial procedures, as well as other financial duties as assigned. Excellent communication skills are a must in this position dealing with various internal and external customers.

Secondary functions include customer service and public assistance, processing of purchase orders, various payments, handling of large sums of payments, reconciles cash and performs various analysis and reports for the Treasurer and Comptroller, election support and payroll/accounts payable back up. Other duties include assigned secretarial duties, data entry, filing, and basic accounting functions of the city.

This position is a non-exempt position. The work hours of the position shall be 40 hours a week and attendance at evening meetings as required.

A qualified candidate will have a minimum five years' experience in accounting, with background or training in accounting. The candidate must be a high school graduate and be bondable.

A well-qualified individual would possess a Bachelor of Arts Degree in Accounting and/or Financial Management from an accredited college or university and a minimum of five years' experience in accounting and financial management, thorough knowledge of modern accounting principles of administration and supervision. Governmental experience preferred, but not required. Qualified candidates shall be 18 years or older and a United States Citizen.

Position starts at \$52,000 - \$62,400 annually, depending on experience, along with a generous benefits package including Wisconsin Retirement Fund, health, life, and disability insurance, as well as sick days, holidays, personal and vacation days.

Application packages are available on the City of Cudahy website at:

<https://www.governmentjobs.com/careers/cudahywi>

Application will be accepted until the position is filled.