

## Operations Accounting

### **Normal Daily Operations including but not limited to:**

- Telephone
- Email
- Customer Service
- Distribute invoices to appropriate departments.

### **Accounts Payable duties including but not limited to:**

- Data entry of Accounts payable vouchers for all departments.
- Prepare claim docket in a timely manner for bi-monthly Town Council approval.
- Outgoing payment processing of Accounts payable vouchers.
- Process and distribute 1099's at year end.
- Maintain & update vendor information including reconciling monthly vendor statements, filling out credit applications, correspondence with vendors.
- Online payment of any necessary Accounts payable vouchers.
- Produce monthly reports for Clerk Treasurer to upload to Gateway for State Board of Accounts.
- Assist Clerk Treasurer with month end closing.

### **Bank Reconciliation duties including but not limited to:**

- Bank reconciliation process through Tyler Software.
- Journal entry processing of any adjustments necessary for bank statements.
- Receipting monthly interest from financial institutions.
- Balance monthly bank statements with Clerk Treasurer

### **Additional duties including but not limited to:**

- Order any needed supplies for Town Hall & various departments
- Order and keep American & State Flags available.
- Remit and keep track of Menards rebates.
- Weed billings mailing, receipting, filing of weed lien certifications at the appropriate county.

### **Assist and support as needed:**

- Town Manager
- Clerk Treasurer
- Planning/Zoning Department