

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):  
Susan Rebello  
Work Phone: 608-266-5421
2. Class Title (i.e. payroll title):  
Account Clerk 2
3. Working Title (if any):  
Account Clerk 2
4. Name & Class of First-Line Supervisor:  
Randy Whitehead, Principal Accountant  
Work Phone: 608-266-4293
5. Department, Division & Section:  
Finance
6. Work Address:  
210 MLK JR BLVD ROOM 406
7. Hours/Week: 38.75  
Start time: 7:30 End time: 4:00
8. Date of hire in this position:
9. From approximately what date has employee performed the work currently assigned:  
04/01/2017

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10. Position Summary:

This is a responsible working-level accounting clerical and technical work in the preparation and/or processing of various accounting or financial records, requiring some judgement. Work involves close attention to detail in verification, entry and/or processing of data in conformance within established rules regulations and/or standards. This work places emphasis on non-routine accounting clerical activities. Although work is subject to review, work is performed independently.

Work is characterized by ongoing responsibility for assigned program support activities, with particular emphasis on providing administrative support to Purchasing staff, including work with the City's MUNIS financial system and assisting staff with the Finance Committee Agendas.

2018 JAN 29 AM 10:05

RETAIN COPIES FOR AGENCY FILE AND EMPLOYEE RECORDS

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 60% A. Performing financial transactions in MUNIS for Accounts Payable and provide Procurement support services
1. Review p-cards for proper accounting and documentation, and approve statements as warranted
  2. Distribute AP checks and verify payments using reports and disbursement journals
  3. Maintain Sharepoint website by uploading and maintaining contract records
  4. Verify/obtain certificates of insurance for contracts
  5. Contact vendors and departments to seek resolution to procurement issues
  6. Coordinate p-card training sessions
- 25% D. Backup for front desk reception activities
1. First point of contact for providing programmatic information and referrals to the general public and other City agencies regarding specific office functions for all units and staff. This includes responding to difficult in-person and telephone inquiries. Duties performed necessitate judgement, discretion and initiative in the interpretation and application of program policies, procedures and processes
  2. Check contracts in and out of routing program, deliver rush contracts to Attorney and Mayor.
- 10% B. Surplus maintenance
1. Broadcast department surplus City wide
  2. Arrange pickup of surplus items by SWAP
  3. Enter and monitor Public Surplus items on auction sites, arrange payments for purchased items
  4. Pay monthly invoice from Public Surplus
- 05% C. Provide clerical support services
1. Typing, answering the telephone, answering questions from other departments and the public, photocopying, researching information and gathering information
  2. Post and maintain documentation in Legistar, Demandstar and Vendornet software and websites
  3. Schedule and monitor p-card training sessions
  4. Maintain Purchasing Contacts and P-Card Users lists
  5. Gather documentation and fulfill open records requests.

12. Primary knowledge, skills and abilities required:

Working knowledge of office administrative methods, practices and equipment. Working knowledge of English composition, correct punctuation, spelling, grammatical usage and acceptable business letter and report formats. Knowledge of business math and basic accounting and budgeting practices. Ability to prepare finished letters, memorandums and reports from rough draft, outline or original composition. Ability to gather, organize, review and report information. Ability to develop procedures and to learn technical and administrative program requirements and procedures. Ability to carry out administrative details efficiently and independently to meet deadlines. Ability to use office equipment effectively, including telephones, copiers, scanners fax machines, computers, etc. Ability to prepare basic financial and statistical reports. Ability to perform mathematical calculations. Ability to maintain effective working relationship with employees, managers, program participants and the public. Ability to communicate effectively both orally and in writing. Ability to maintain adequate attendance.

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13. Special tools and equipment required:

Operate copier, calculator, computer and fax machine. Knowledge of MicroSoft office suite.

14. Required licenses and/or registration:

None.

15. Physical requirements:

Work in this position is primarily sedentary, requiring the ability to sit/stand at a desk, work on a computer and use a monitor for extended periods of time

16. Supervision received (level and type):

General.

17. Leadership Responsibilities:

This position:  is responsible for supervisory activities (Supervisory Analysis Form attached).  
 has no leadership responsibility.  
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.  
 I have been provided with this description of my assignment by my supervisor.  
 Other comments (see attached).

*Sue Rebell*  
EMPLOYEE

01-29-2018  
DATE

19. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.  
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.  
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).  
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).  
 Other comments (see attached).

*Ray [Signature]*  
SUPERVISOR

1-29-18  
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.

