



Recruitment Announcement

Accounting Clerk

The Accounting Clerk position plays a vital role in the financial operations of the City of Two Rivers. This position is responsible for processing accounts payable, managing financial records, assisting with tax-related tasks, and providing support for various accounting functions. The Accounting Clerk ensures financial accuracy, compliance, and efficiency within the Finance Department.

Works under the direct supervision of the Finance Director, with guidance from senior finance personnel, completing tasks as required. Must have a strong knowledge of accounting principles and financial recordkeeping, ability to manage financial transactions with accuracy and attention to detail. Must possess strong problem-solving skills and the capacity to work independently. This position interacts with customers on a daily basis and must be able to interact professionally with staff and the public.

Candidates must be able to communicate clearly and effectively, both orally and in writing. An Associate's Degree in accounting, finance, or a related field is preferred but not required. Must be willing to obtain the Assessment Technician Certification if not already obtained. Prior experience in accounting or bookkeeping role is required. Must possess a valid Wisconsin Driver's License.

COMPENSATION & BENEFITS

SALARY RANGE: \$23.27 - \$24.69 per hour, depending on qualifications

BENEFITS: Comprehensive health, vision, and dental insurance. Health insurance opt-out incentive up to \$5,000 annually. Employer contribution of 6.95% into the Wisconsin Retirement System. Paid vacation, 8 paid holidays per year, 2 floating holidays, and 8 hours of sick leave accrued per month with ability to be accumulated up to 960 hours. The City is an equal opportunity employer. Confidentiality cannot be guaranteed.

APPLICATION & SELECTION PROCESS

A full position description and City employment application are available at www.two-rivers.org/jobs. Qualified candidates should submit a cover letter, resume, and completed City employment application to HR@two-rivers.org or by mail to: City of Two Rivers, Attn: Human Resources, PO Box 87, Two Rivers WI 54241. The position will remain open until filled. Contact Human Resources at 920-793-5526 or HR@two-rivers.org with questions.

HOW TO APPLY

Send a **cover letter**, **resume**, and **completed employment application** by email to HR@two-rivers.org or by mail to City of Two Rivers, Attn: Human Sources, PO Box 87, Two Rivers, WI 54241

Applications should be submitted by April 25, 2025 to ensure consideration.



Position Description

POSITION TITLE: Accounting Clerk

REPORTS TO: Finance Director

EMPLOYMENT CLASSIFICATION: Full-Time

LATEST REVISION DATE: April 2025

DEPARTMENT: Finance

FLSA CATEGORY: Non-Exempt

PAY TYPE: Hourly, Pay Grade 6

GENERAL PURPOSE

The Accounting Clerk position plays a vital role in the financial operations of the City of Two Rivers. This position is responsible for processing accounts payable, managing financial records, assisting with tax-related tasks, and providing support for various accounting functions. The Accounting Clerk ensures financial accuracy, compliance, and efficiency within the Finance Department.

SUPERVISION RECEIVED

Works under the direct supervision of the Finance Director, with guidance from senior finance personnel, completing tasks as required.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES & RESPONSIBILITIES

- **Accounts Payable Processing:** Ensure timely and accurate payment of invoices.
- **Month-End Aging Receivables:** Maintain and reconcile accounts receivable reports.
- **Room Tax Reporting:** Distribute and collect forms from applicable businesses. Prepare and submit tax reports in compliance with regulations.
- **Assessing Records Maintenance:** Update ownership and address changes; maintain spreadsheets for customer service.
- **Liaison with Contracted Appraisal Company:** Serve as the point of contact between the City and appraisal services.



- **Daily Tax Totals Verification:** Assist in verifying and reconciling tax transactions.
- **Lottery Credit Applications:** Annually distribute applications to prior-year sales.
- **Insurance Renewal Support:** Assist in entering insurance renewal data for CDM.
- **Land & Lease Invoicing:** Send and track monthly invoices for leased properties.
- **Payroll Backup:** Assists in preparation of payroll, including but not limited to timekeeping, employee setup, payroll calculations, distribution of payroll, and related payroll reporting.
- **Encumbrance Requests:** Process special assessment letters.
- **Year-End 1099 Preparation:** Issues 1099 forms.
- **Financial Software Support:** Assist with Harris software after billing cycles.
- **Credit Card Statement Assistance:** Provide support in reconciling credit card transactions.
- **Injury Reporting:** Report workplace injuries in the absence of designated personnel.
- **End-of-Month Reconciliations:** Perform checklist tasks, including petty cash and other accounts.
- **Miscellaneous Finance Projects:** Complete various assignments from the Finance Director.
- **Additional Tasks/Projects:** Complete any additional assignments or tasks assigned by the other management staff or the City Manager.

MINIMUM DESIRED QUALIFICATIONS

- Associate's degree in accounting, finance, or a related field preferred.
- Assessment Technician Certification or willingness to obtain certification.
- Prior experience in an accounting or bookkeeping role required.
- Proficiency in Microsoft Office Suite (Excel, Word) and accounting software.
- Strong analytical, organizational, and problem-solving skills.
- Ability to work independently and manage multiple tasks efficiently.
- Excellent written and verbal communication skills.
- Knowledge of municipal finance operations is a plus.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

- . Strong knowledge of accounting principles and financial recordkeeping.
- Ability to manage financial transactions with accuracy and attention to detail.
- Excellent customer service skills with the ability to interact professionally with staff and the public.
- Strong problem-solving abilities and capacity to work independently.
- Proficiency in office software and the ability to learn specialized financial programs.

TOOLS AND EQUIPMENT USED

- Personal computer and financial software
- Printer, copier, scanner, calculator
- Microsoft Office (Excel, Word, Outlook)
- Accounting software and municipal finance programs

PHYSICAL DEMANDS

The physical demands described here are representative of those required to perform the essential functions of the job. Reasonable accommodations may be made for individuals with disabilities. While performing the duties of this job, the employee is regularly required to sit, stand, walk, and use hands to operate office equipment. Occasional lifting of up to 25 pounds may be required

WORK ENVIRONMENT

The work environment is a standard office setting with minimal noise. Reasonable accommodations may be made for individuals with disabilities.

SELECTION GUIDELINES

Formal application, evaluation of education and experience, oral interview, and reference check. Job-related tests may be required. The duties listed above are intended to illustrate the types of work performed. The omission of specific statements does not exclude them from the position if they are similar or related to the role. This job description does not constitute an employment agreement and is subject to change as necessary.



**TWO
RIVERS**
WISCONSIN

APPLICATION FOR EMPLOYMENT CITY OF TWO RIVERS

www.two-rivers.org

Thank you for applying for employment with the City of Two Rivers.

Complete the entire application, including signature and date, to ensure consideration. A resume may be attached but is not a replacement for the information requested in the application. The City of Two Rivers does not retain applications for future position vacancies. If at any time after this point you wish to be considered for employment with the City, please complete an application at that time. The City of Two Rivers is an Equal Opportunity employer and does not discriminate based on race, color, religion, national origin, creed, age, marital status, sex, sexual orientation, disability, or any other characteristic protected by State or Federal law. Completed applications should be submitted to **City of Two Rivers, Human Resources, P.O. Box 87, Two Rivers, WI 54241**, dropped off in person at **City of Two Rivers City Hall, 1717 E Park Street, Two Rivers, WI 54241** or electronically to HR@two-rivers.org.

Incomplete or illegible applications will not be considered.

POSITION INFORMATION

Position you are applying for:		Date:	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal Hours <input type="checkbox"/> Limited Term/Temporary			

APPLICANT INFORMATION

Last Name		First		M.I.	
Street Address				Apartment/Unit #	
City				State	ZIP
Phone			E-mail Address		
Date Available		Desired Salary		Comments	
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?		
Are you related to anyone that is employed by the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please state name and relationship (include in-laws):		
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:		
Have you ever been convicted of a misdemeanor crime of domestic violence?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:		
Are you prohibited by state or federal law from possessing a firearm?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:		
Do you possess a valid Wisconsin driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Driver's License Number:		
Do you possess a valid Wisconsin Commercial Driver's License?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Certifications:		
Have you ever been convicted of driving under the influence of alcohol or controlled substances?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:		

EDUCATION										
High School					Address					
Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, have you passed a high school Equivalency or GED test?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
College					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
College					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
Other					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			

SPECIAL SKILLS OR QUALIFICATIONS
Describe any special skills applicable to this position:
Describe any additional training and experience applicable to this position:

REFERENCES			
<i>Please list three professional references.</i>			
Full Name		Title	
Organization		Phone	
Relationship			
Full Name		Title	
Organization		Phone	
Relationship			
Full Name		Title	
Organization		Phone	
Relationship			

PREVIOUS EMPLOYMENT (PLEASE LIST MOST RECENT FIRST)									
Employer						Phone			
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?						YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Employer						Phone			
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?						YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Employer						Phone			
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?						YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Employer						Phone			
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?						YES <input type="checkbox"/>		NO <input type="checkbox"/>	

CERTIFICATION

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will" and that either the City or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

AUTHORIZATION

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for the damage whatsoever for issuing this information.

Signature:**Date:****OPTIONAL: CONFIDENTIALITY**

Under Wisconsin State Statutes, the names of applicants must be revealed unless a request for confidentiality is received from the applicant. If you wish to keep your name confidential to the extent allowed by the Wisconsin Statutes, you need to sign the request below. Please understand that should you become a finalist for employment and a request is made, Wisconsin Statutes require us to release your name.

I request that my employment application and all related references and documents remain confidential to the extent allowed by Wisconsin Statutes since they would tend to reveal my identity.

Signature of Applicant: _____ Date: _____