



OFFICE OF HUMAN CAPITAL

POSITION DESCRIPTION

JOB TITLE: Account Clerk Job Class: 3600	
DATE	Office of Operations Facilities and Maintenance
Pay Range:	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Management Approval:	
POSITION SUMMARY and PURPOSE:	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Processes payments, maintains payment database for major and minor contracts and files contracts (Service Orders). Releases all FMS payments for check processing.
2. Manages DBE, MBE & WBE Payments.
3. Problem Solves for shops, purchasing and accounts payable and assists vendors with problems and payments.
4. Manages key distribution to contractors.
5. Initiates correspondence for Supervisor's signature, checks/corrects or write department documents.
6. Prepares estimates for shops and estimates for proposed projects and FMS Budget.
7. Encumbers School/Department funds for future projects.
8. Disburses and balances Petty Cash and discusses problems with Supervisor and develops suggestions.
9. Manages lease payments on MPS leased sites. Manages cellular phone payments. Manages MPS gasoline credit card charges.

10. Checks validity and enter budget codes on Maintenance Management System. Manages Facilities and Maintenance purchase order system vendor file.
11. Enters work orders on the Maintenance Management System for other than the default budget code and verifies their existence on the MPS General Ledger.
12. Checks computations and processes file payment requisitions. Checks aged encumbrance reports and contacts shops regarding closure of unbilled service.
13. Distributes purchase orders, manages invoices, and responds to bonding company inquiries for major contracts.
14. Manages FMS cancellations for finance cancellation letter.
15. Serves as backup for Payroll and the emergency line.
16. Performs other duties as assigned.
17. Actively supports the MPS Strategic Plan.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Reports to the Manager, Facilities and Maintenance.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

N/A

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Experience Requirements

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Office 365, MPS databases and the MPS website is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. Frequent travel to school locations throughout Milwaukee.
Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.