

## **CITY OF FRANKLIN, INDIANA**

### **POSITION DESCRIPTION**

**POSITION:** Account Coordinator  
**DEPARTMENT:** Clerk-Treasurer's Office  
**STATUS:** Full Time  
**FLSA STATUS:** Non-Exempt  
**DATE WRITTEN:**  
**DATE REVISED:**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as the Account Coordinator, responsible for accounts payables, month end and year end fiscal responsibilities and related administrative requirements.

#### **DUTIES**

Prepare and verifies claims for accuracy, entering information into financial software, generating and mailing checks, submitting docket sheet to Board of Works members/Park Board members for approval, and maintaining all related reports.

Enters new budget accounts and encumbered monies into financial software.

Responsible for month end bank reconciliations and coordinating with the personnel coordinator for verification.

Responsible for month end reports being sent to Mayor, Clerk-Treasurer, Department Heads, and Council members.

Issues checks for clothing allowance to Police and Fire employees.

Performing such office support work as answering telephone, and assisting public through collection of fees and answering questions.

Responsible for researching past claims for accuracy to resolve problems.

Responsible for year-end fiscal procedures and coordinating the entry of year-end info into the Gateway.

Submitting additional appropriations to the DLGF in a timely manner and entering all additional appropriations and adjustments in the financial software.

Enters all parking tickets and ordinance violation tickets into the financial software and mails invoices to the ticketed person. Coordinates with the City Attorney to place past due truck route tickets with the City Court.

Collects and maintains all W-9's.

Tracks all tort claims via excel spreadsheet and prepares for storage.

Backs up the Personnel coordinator for receipts.

Prepares the annual MVH & LRS report.

Responsible for maintaining the Claims Register Ledger.

Resolving claim problems with department head and or vendors.

Performs other related functions as required.

Specialized knowledge of policies and procedures as prescribed by Clerk-Treasurer and State and Federal agencies to complete accounts payable requirements.

Working knowledge of all department functions and City policies and procedures in order to assist public and complete work responsibilities.

Ability to organize work to meet deadlines and complete work with accuracy and according to established policies and procedures.

Ability to file correspondence, reports, and other information.

Account Coordinator must have a High School diploma or GED plus related work experience.

### **JOB REQUIREMENTS**

Ability of effectively communicate orally and in writing with co-workers, other City department personnel and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to understand and follow written and oral instructions, plan and layout assigned work projects, and work alone and with others in a team environment with minimum supervision.

Ability to maintain accurate records, prepare detailed reports and properly operate and maintain various office equipment, such as computer, printer, copier, adding and fax machines and multi-phone line telephone.

Ability to effectively communicate orally and in writing with co-workers, other City department personnel, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

### **WORK RELATIONSHIPS**

Incumbent maintains frequent contact with co-workers, other City departments, private sector organizations, and the public. The purpose of these contacts is to complete work assignments/responsibilities, provide a service, and answer questions.

Reports directly to Clerk-Treasurer.

### **PHYSICAL EFFORT AND WORK ENVIRONMENT**

Incumbent performs duties in a standard office and/or standing for long periods, lifting/carrying objects weighing less than 20 pounds, reaching, handling/grasping and close vision. Universal health/safety precautions must be followed at all times to avoid contamination/injury of self and others.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The position description for the position of Account Coordinator describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes\_\_\_\_\_No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

## **CITY OF FRANKLIN, INDIANA**

### **POSITION DESCRIPTION**

**POSITION:** Payroll Coordinator  
**DEPARTMENT:** Clerk-Treasurer's Office  
**STATUS:** Full Time  
**FLSA STATUS:** Non-Exempt  
**DATE WRITTEN:**  
**DATE REVISED:**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Payroll Coordinator for the Clerk Treasurer department, responsible for maintaining files and processing City employee payroll.

#### **DUTIES**

Maintains system files and payroll history, updating deductions, withholdings, and personal information as needed, including vacation, sick and personal leave days. Enters information into database and creates data information spreadsheets accordingly.

Processes City employee payroll, including inputting payment information, balancing departments according to reported payment data, and reconciling deduction totals accordingly. Prints and distributes various information reports to department heads as appropriate, such as time sheets, payroll checks, and payroll processing data reports.

Completes W-2 Forms for City employees and subsidiary records for employee deductions, verifying with system reports accordingly. Completes quarterly and annual reports for federal and state withholdings as required.

Processes Police and Fire retiree payroll and administers pension program, including issuing pension checks and 1099-R forms, computing, recording, and depositing taxes, processing refund claims and annuity payments, and preparing various quarterly and year end reports and related documents.

Administers Public Employment Retirement Fund (PERF), including discontinuing and recommending benefits and retirement options, enrolling, and certifying employees.

Calculates and posts wages and nontaxable deductions of employees receiving Worker's Compensation. Calculates and posts unemployment benefits, and prepares and submits reports and information to Indiana Department of Employment and Training as required.

Responds to employee inquiries regarding income and deductions and occasionally completes a variety of questionnaires and applications as requested, such as loan or welfare applications. Responds to inquiries from courts and attorneys regarding garnishments and child support.

Conducts research and maintains current knowledge of local, state and federal laws and regulations concerning wages and taxes. Compiles data/information and prepares various reports for submission to state and federal agencies as required.

Incumbent performs duties according to a flexible, customary routine, with priorities determined by supervisor. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor. Errors in work are primarily prevented or detected through legally defined procedures and/or standard bookkeeping checks. Undetected errors could result in loss of time to correct error and/or inconvenience to other agencies or the public.

Performs related duties as assigned.

### **JOB REQUIREMENTS**

High school diploma or GED.

Thorough knowledge of and ability to make practical application of standard accounting/bookkeeping principles and practices.

Thorough knowledge of local, state, and federal regulations regarding payroll, police and fire pension funds and PERF.

Working knowledge of standard office procedures and basic computer skills, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and various written reports as required.

Ability to properly operate standard office equipment, including computer, typewriter, calculator/adding machine, telephone, copier and fax machine.

Ability to effectively communicate orally and in writing with co-workers, other City departments, City employees, child support agencies, garnishment courts, various deduction agencies and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out written or oral instructions.

Ability to file, post, mail materials, and maintain accurate and organized records.

Ability to compare or observe similarities and differences between data, people or things.

Ability to compute/perform arithmetic operations, such as calculating payroll, determining deductions and processing payments.

Ability to compile, coordinate and evaluate data, make determinations, and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, often under time

pressure, and on several tasks at the same time.

Ability to apply knowledge of people and locations and plan/layout assigned work projects.

Ability to occasionally work extended, evening and/or weekend hours.

**WORK RELATIONSHIP**

Incumbent maintains frequent contact with co-workers, other City departments, City employees, child support agencies, garnishment courts, various deduction agencies and the public for purposes of exchanging information, explaining/interpreting policies/procedures and resolving problems.  
Reports directly to the Clerk-Treasurer.

**PHYSICAL EFFORT AND WORK ENVIRONMENT**

Incumbent performs duties in a standard office environment, involving sitting for long periods, sitting/walking at will, keyboarding, close vision, hearing sounds/communication, speaking clearly and handling/grasping/fingering objects.

Incumbent occasionally works extended, evening and/or weekend hours.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The position description for the position of Payroll Coordinator describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

## **CITY OF FRANKLIN, INDIANA**

### **POSITION DESCRIPTION**

**POSITION:** Personnel Coordinator  
**DEPARTMENT:** Clerk-Treasurer's Office  
**STATUS:** Full Time  
**FLSA STATUS:** Non-Exempt  
**DATE WRITTEN:**  
**DATE REVISED:**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Personnel Coordinator for the Clerk-Treasurer Department, responsible for receipting all funds received, Title VI Coordinator, maintaining City records and retention, HR related duties, administration of health, workers compensation and accident insurance claims.

#### **DUTIES**

Assists public through collection of fees and answering questions.

Responsible for the Clerk-Treasurers' revenue by receipting all funds into financial software each day, prepare deposit for the bank(s), reconciling each day's receipts with deposits.

Responsible for verification of the month end bank reconciliations from the Account Coordinator.

Assists in the budget process with preparing salary ordinances, salary estimates and longevity worksheets.

Oversees the human resources functions of the City by completing necessary administrative requirements for benefits offered, assisting in the completion of forms, preparing group medical documents and assisting employees with managing of benefits.

Performs new hire orientation and entering new employee into financial and timekeeping systems for full time employees and maintaining employee service records.

Maintains spreadsheet for accidents claims/reports for the City. Coordinates between the departments and the insurance companies.

Maintains updating and keeping current on the State's record retention and destruction policies.

Responsible for Laserfiche document repository administration and training.

Responsible to act as the Title VI coordinator. File reports, maintain complaint log and review/investigate complaints.

Conducts research and maintains current knowledge of local, state and federal laws and regulations concerning internal controls polices; updating and managing the required documents.

Responsible to be up to date on training as backup for payroll, claim preparing and recording meeting minutes. Performing the payroll coordinator and account coordinator duties as needed or required.

Responsible for knowledge and understanding of the programming of Laserfiche and Kronos systems, includes

but is not limited to: ability to troubleshoot, add/alter programming and maintenance.

All other duties needed for efficient operation of the business/administrative/customer service areas of the department.

### **JOB REQUIREMENTS**

Ability to maintain accurate records, prepare detailed reports and properly operate and maintain various office equipment, such as computer, printer, copier, cash register, adding and fax machines and multi-phone line telephone.

Ability to have knowledge of standard office procedures and basic computer skills, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Ability to effectively communicate orally and in writing with co-workers, other City department personnel and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to communicate effectively, both in writing and verbally to meet work requirements and to file correspondence, reports, and other information.

Ability to understand, memorize, retain, and carry out written or oral instructions.

Ability to have a specialized knowledge of policies and procedures as prescribed by Clerk-Treasurer and State and Federal agencies to complete Personnel/HR requirements.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Knowledge of and ability to make practical application of principles and practices of governmental accounting and business management, financial management and budgeting, city policies against discrimination and sexual harassment, and various City and OSHA safety and health policies and procedures.

Ability to compile, coordinate and evaluate data, make determinations, and present findings in oral or written form.

Ability to have a working knowledge of all department functions and City policies and procedures in order to assist public and complete work responsibilities.

Ability to organize work to meet deadlines and complete work with accuracy and according to established policies and procedures.

Ability to handle funds, reconcile records, and complete necessary reports.

Ability to handle tasks broad in scope, involving many variables and considerations.

High School diploma or GED plus related work experience.

### **WORKING RELATIONSHIPS**

Ability to effectively communicate orally and in writing with co-workers, other City departments, City employees, various agencies and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities. The purpose of these contacts is to complete work assignments/responsibilities, provide a service, and answer questions.

Reports to Clerk-Treasurer



**PHYSICAL EFFORT AND WORK ENVIRONMENT**

Incumbent performs duties in a standard office and/or standing for long periods, lifting/carrying objects weighing less than 20 pounds, reaching, handling/grasping and close vision. Universal health/safety precautions must be followed at all times to avoid contamination/injury of self and others.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The position description for the position of Personnel Coordinator describes the duties and responsibilities for employment in this position.

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Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

## **CITY OF FRANKLIN, INDIANA**

### **POSITION DESCRIPTION**

**POSITION:** Records Clerk / Administrative Assistant  
**DEPARTMENT:** Clerk-Treasurer's Office  
**STATUS:** Full-Time  
**FSLA STATUS:** Non-exempt  
**DATE WRITTEN:**  
**DATE REVISED:**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Records Clerk/Admin Assistant for the Clerk-Treasurers' office, prepares and maintains all City records and various other duties.

#### **DUTIES**

Responsible for processing claims for the Board of Works, Clerk-Treasurer, Utilities for all departments and Law Department which entails checking claims for accuracy, entering claims into computer. Completing accounts payable functions for the processing of claims.

Responsible for the semi-annual audit of clothing allowance claims and preparing claims for both the Police and Fire departments.

Maintains the Clerk-Treasurer's calendar, as well as the vacation calendar for the Clerks staff.

Responsible for performing such office support functions as answering telephone, checking & ordering supplies for the office.

Responsible for filing and processing of all claims and other documents into the Laserfiche Repository.

Records and types Board of Works and Common Council meetings. Preparing Common Council, and Board of Public Works and Safety minutes after approval for permanent record. Maintaining ordinances and resolutions, including historical preservation and codification.

Responsible for preparing and posting public notices and open door notices. Preparing legal advertisements, and ensuring sent to the newspapers in a timely manner.

Knowledge of general cash handling procedures in order to make deposits. Verifies bank deposits before going to the bank. Responsible for deposits to the bank and picking up mail on a daily basis.

Responsible for unkempt property violations that are sent out, and liens that are filed on these properties.

Maintains a spreadsheet of all City owned vehicles, and orders titles and license plates when necessary.

Responsible for maintaining the Clerk Treasurer's web page on the citywide website.

Responsible for assisting with whoever is in charge of City Auction, and prepares legal ad to be published in newspaper, and ensures sure items are listed on the Board of Works agenda to be declared surplus before the auction. Pulls all titles for the vehicles to be sold at the auction.

Assists other office personnel in the performance of necessary duties.

### **JOB REQUIREMENTS**

High School diploma or GED, plus related experience.

Ability to effectively communicate orally and in writing with co-workers, other City department and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to maintain accurate records, prepare detailed reports and properly operate and maintain various office equipment, such as computer, printer, scanner, copier, adding and fax machines and multi-phone line telephone.

Ability to effectively communicate orally and in writing with co-workers, other City department personnel and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to learn and apply the policies and procedures as prescribed by Clerk-Treasurer in order to process records and complete records requests.

Ability to be knowledgeable in the Office's Shared Docs & Laserfiche in order to access City ordinances and resolutions, BOW and Council meeting minutes and agendas, and other requested documents.

Ability to effectively use source and reference materials, including the Internet, State Board of Accounts Manual, Indiana Code, City of Franklin Manuals and Handbooks, etc. Knowledgeable of the policies and procedures outlined in the Accounting and Uniform Compliance Guidelines Manual for Cities and Towns prescribed by State Board of Accounts, pursuant to Indiana Code.

Ability to organize work to meet deadlines and complete work with accuracy and according to established policies and procedures.

Ability to handle daily funds and make bank deposits as necessary.

### **WORK RELATIONSHIPS**

Incumbent maintains frequent contact with co-workers, other City departments, private sector organizations, and the public. The purpose of these contacts is to complete work assignments/responsibilities, provide a service, and answer questions.

Reports directly to Clerk-Treasurer.

### **PHYSICAL EFFORT AND WORK ENVIRONMENT**

Incumbent performs duties in a standard office and/or standing for long periods, lifting/carrying objects weighing less than 20 pounds, reaching, handling/grasping and close vision. Universal health/safety precautions must be followed at all times to avoid contamination/injury of self and others.

### **APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The position description for the position of Records Clerk/Admin Assistant describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties,

requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date