

**TO PROSPECTIVE APPLICANTS FOR THE  
CITY OF MEDINA ACCOUNTING TECHNICIAN POSITION**

Application materials required for this position include the following items:

- Cover Letter
  - One-page, single-spaced. Include a statement or paragraph addressing why you would be the best candidate for this position.
- Resume
- Completed Application
- Supplemental Application
- Veteran's Preference Form

The application will be disqualified if any of the above information is not submitted or is incomplete.

**MINIMUM QUALIFICATIONS**

- Two-year degree in accounting or related field and two years of related work experience.
- Excellent 10-key, keyboard and computer skills.
- Ability to use judgment to recognize, trace and correct errors in accounting entries.

**DESIRABLE QUALIFICATIONS**

- Four-year degree in accounting or related field.
- Two-years of accounting experience in a local government setting.
- Experience in working with municipal database programs, including Banyon Data Systems (BDS).

The application will also be disqualified if the applicant does not meet the minimum qualifications for the position listed above. Finalists will be required to produce transcripts prior to appointment.

**Deadline for Application Packets:** The position is open until filled with first review of applications on **Friday, December 30, 2022.**

Email completed application to: [caitlyn.walker@medinamn.gov](mailto:caitlyn.walker@medinamn.gov)

or

Mail completed application to:

Caitlyn Walker  
**CITY OF MEDINA**  
2052 County Road 24  
Medina, MN 55340-9790

**Questions regarding the materials or hiring process should be directed to:**  
Caitlyn Walker, City Clerk at (763) 473-8850 or [caitlyn.walker@medinamn.gov](mailto:caitlyn.walker@medinamn.gov)

### **Projected Hiring/Appointment Timeline**

- December 30, 2023 – First Review of Applications
- Early January – Review/Scoring of Applications
- Mid-January – Interviews
- Late January – Background/Reference Checks
- Late January – Contingent Offer/Acceptance of Recommended Appointee
- February 7, 2023 – City Council Appointment of Recommended Appointee
- February 14, 2023 – Preferred Starting Date of Appointee

### **Profile of the City of Medina**

The City of Medina has been an incorporated city since 1974 and has a population of about 6,000 people. The community continues to experience rural-residential, urban-residential, and commercial growth in what has historically been a fairly predominant rural setting. Most of Medina's commercial and higher-density residential growth is guided to progress along the Trunk Highway 55 Corridor. Medina consists of 26 square miles, with approximately 28% of the land cover consisting of water (wetlands, lakes, etc.).

Twenty-six full-time employees are employed by the City of Medina. The City Administrator is the chief administrative officer for the City. Four Department heads report to the Administrator, including the Public Works Director, Planning Director, Finance Director and Police Chief/Public Safety Director.

The Finance Department staff consists of the Finance Director, Accountant, Accounting Technician and part-time Administrative Assistant to Administration and Finance departments.

### **Summary of Benefits and Wages**

The City believes strongly in attracting and retaining quality employees. The starting salary for this position is competitive to other cities ranked in our class size, at \$26.82-30.81 per hour, DOQ. In addition, Medina offers one of the richest, best benefit packages amongst cities within our class size. The City pays 100% of the health insurance premium for full-time employees electing single coverage and up to \$1,753 per month for full-time employees electing family coverage in the 2023 plan year. Additionally, the City contributes \$3,000 annually toward the employee's HRA or HSA account. The City also pays for 100% of the single and family dental policy and pays a life insurance premium for a \$30,000 term life policy. Retirement plan is contributed through MN PERA (Public Employee Retirement Association).

City of Medina Position Description  
ACCOUNTING TECHNICIAN

**Position Title:** Accounting Technician  
**Department:** Administration/Finance  
**Supervisor's Title:** Finance Director

**Pay Grade:** Step 3  
**FLSA Status:** NON-EXEMPT  
**Work Status:** Full-time

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**PRIMARY OBJECTIVE OF POSITION**

Performs all phases of accounts payable and accounts receivable functions to process vendor and customer records for preparing and issuing payments and invoices, and reporting on vendors and customers in accordance with City policies. Assist in maintaining accounting records in accordance with generally accepted accounting principles as well as with established regulations, policies and procedures. To ensure accurate and timely processing of water, sewer, and storm water billing systems to accomplish execution of meter reading and billing of utility charges and to ensure proper responses to customer inquiries in accordance with established ordinances, resolutions, policies, and procedures.

**ESSENTIAL FUNCTIONS OF POSITION**

**Accounts Payable**

- Maintains current listing of vendor files including W-9 disclosure information.
- Maintains and monitors electronic vendor transactions.
- Examines invoices for proper departmental authorization, sales tax liability and contractual obligations.
- Applies bill payment processes in accordance with city and state statute purchasing and payment requirements.
- Reviews and provides departmental coding of payables to departmental budgets.
- Resolves discrepancies concerning billing amounts with vendors.
- Accurately enters invoice information to automated system and prepares disbursements.
- Prepares journal entries for corrections as needed.
- Issues manual and voided checks as required.
- Provides accurate reporting of accounts payable cash activity.
- Reports the State Unclaimed Property Data.
- Prepares and distributes annual 1099 statements to vendors and file corresponding report to Internal Revenues Service.
- Prepares accounts payable and prepaid expense reconciliations and accruals.

**Utility Billing**

- Coordinates and collects meter reading data with Public Works.
- Prepares and executes billing cycle on a monthly basis.
- Obtains and prepares data for final billings and adjustments.
- Identifies inaccurate utility accounts and unusual variances from normal usage.
- Prepares and posts accurate penalty amounts.
- Answers questions and provides resolution for customers.
- Prepares data for other suppliers of purchased water.
- Receives payments for utility bills. Records returned payment transactions.
- Provides usage data to Public Works department.
- Ensures accurate charging of sales taxes and other collectable fees to other entities.
- Performs monthly and annual reconciliations with accruals.
- Prepares annual certifications and accruals.
- Maintains rate structure per council and obtains rate changes of other water and sewer providers.

City of Medina Position Description  
ACCOUNTING TECHNICIAN

**Accounts Receivable**

- Prepares invoices in a timely and accurate manner.
- Maintains false alarm response fee listing.
- Monitors land use application reimbursable accounts.
- Responds to questions from customers and resolves issues.
- Performs timely collection of delinquent invoices including certifications.
- Performs monthly and annual reconciliations with accruals.

**OTHER DUTIES AND RESPONSIBILITIES**

- Assists Finance staff with financial activities and analyzes fund activity to ensure accurateness.
- Provides backup for other Finance staff.
- Identifies and resolves software application issues with vendor and performs systematic backups.
- Develops and maintains record retention procedures in accordance with governmental retention policies and other legal regulations.
- Assists with reception duties.
- Performs verbal and written communication and public contact activities.
- Monitors/tracks transactions for the Hamel Community Building and recreational rentals and handles security deposit reimbursements.
- Operates office equipment to perform copying, binding, mailing, emailing and other office skills.
- Quality of services performed meets required standards for neatness, accuracy, and completeness.
- Ability to work under pressure and meet required deadlines and schedules.
- Anticipates work needs and prepares in advance.
- Maintains a pleasant, tactful and courteous manner in dealing with both the public and City staff.
- Provides good working habits and a willingness to cooperate with others and contribute in a positive way to a pleasant working climate.
- Performs other duties as delegated by supervisor or apparent.

**HIRING AND PERFORMANCE ASSESSMENTS WILL INCLUDE THE FOLLOWING KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of bookkeeping terminology, methods, procedures and equipment.
- Ability to understand and follow oral and written directions.
- Ability to perform mathematical computations with speed and accuracy.
- Establish and maintain effective working relationships with associates and the general public.
- Knowledge of, and skill in, the correct use of English in business writing.
- Knowledge of guidelines and practices related to records retention.
- Knowledge of data privacy and open meetings law requirements.
- Skill to communicate with a variety of individuals and handle a variety of customer service situations.
- Ability to work independently and plan, organize and prioritize work tasks.
- Ability to prepare work results with completeness and accuracy.
- Ability to handle multiple ongoing tasks and complete work in a timely manner.

**MINIMUM QUALIFICATIONS**

- Two year degree in accounting or related field and two years of related work experience.
- Excellent 10-key, keyboard and computer skills.
- Ability to use judgment to recognize, trace and correct errors in accounting entries.

**DESIRABLE QUALIFICATIONS**

- Four year degree in accounting or related field.
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City of Medina Position Description  
ACCOUNTING TECHNICIAN

**WORKING CONDITIONS**

Most work is performed indoor at city hall. The exception is trips to training, local bank, and other City property. Generally, the position requires light lifting, usually less than 10 pounds, with up to 50 pounds on occasion. Aside from cleansers for cleaning office workspace, no hazardous materials or chemicals are used on this job.



\*\*\*\*\*List the most recent (or current) employer first, then next most recent, and so forth.\*\*\*\*\*

<b>WORK EXPERIENCE</b>		<b><i>Employer 1</i></b>
<i>May we contact this employer?</i> YES                      NO    If no, explain:		
Employer		Phone Number
Address		Supervisor's Name and Title
Position Title	Description of Duties	
Length of Employment From:                      To:		
Hours Worked per Week		
Reason for Leaving		
<b>WORK EXPERIENCE</b>		<b><i>Employer 2</i></b>
<i>May we contact this employer?</i> YES                      NO    If no, explain:		
Employer		Phone Number
Address		Supervisor's Name and Title
Position Title	Description of Duties	
Length of Employment From:                      To:		
Hours Worked per Week		
Reason for Leaving		
<b>WORK EXPERIENCE</b>		<b><i>Employer 3</i></b>
<i>May we contact this employer?</i> YES                      NO    If no, explain:		
Employer		Phone Number
Address		Supervisor's Name and Title
Position Title	Description of Duties	
Length of Employment From:                      To:		
Hours Worked Per Week		
Reason for Leaving		

**EDUCATION**

Did you graduate from high school or receive a GED?      YES                      NO

Name and Location of School/Program attended: \_\_\_\_\_

Name and Location of College, University, or Technical School	Did you graduate?	Degree/Diploma	Program of Study
	YES      NO		
	YES      NO		
	YES      NO		

**REFERENCES**

*Please list three individuals (not relatives), who have known you for at least 1 year, who can attest to your work qualities.*

Name and Occupation	Present Address	Phone Number

**ACKNOWLEDGEMENT**

I understand the City of Medina has the right to verify information contained in this application. I authorize the City of Medina and any agent acting on its behalf to investigate all statements contained in this application for employment and any addendum, including, but not limited to, my educational records such as transcripts, and work records as may be necessary to determine my eligibility for employment. Moreover, I hereby release the City of Medina and any agent acting on its behalf from any and all liability by reason of requesting such information from any person or entity.

I certify that answers given herein are true and complete to the best of my knowledge and I understand that, if employed, falsified or misleading statements on this application and addendum or made during an interview, which may be discovered now or anytime in the future, shall be grounds for dismissal. I acknowledge that this document shall not be construed as a contract or offer of employment and understand and agree that, if hired, my employment is for no definite period and may be terminated at any time.

Signature \_\_\_\_\_ Date \_\_\_\_\_





## IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION

Certain information in this application is considered private; that is, it may be released only to you and agencies where you may be considered for employment. Information in this application that is defined by law as *public* may be released on request and includes: veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Your name is private data except when certified as eligible for appointment to a vacancy or when you are considered by the appointing authority to be a finalist for a position in public employment. (To comply with M.S. 13.43, Subd. 2 and Subd 3).

Private Data	Why We Ask For It?	Are You Legally Obligated To Provide It?	What May Happen If You Don't Provide It?
Name	To distinguish you from all other applicants.	Yes	Failure to provide may be cause for rejection of your application.
Address	To be able to send you correspondence.	Yes	Failure to provide may be cause for rejection of your application.
Home Telephone	To be able to contact you to arrange for an interview, if granted.	No	We may not be able to employ you in certain jobs where you may be required to come to work on short notice.

The City of Medina does not discriminate on the basis of race, color, religion, creed, national origin, age, sex, disability, marital status, sexual orientation, status with regard to public assistance, membership in a local commission, or any other legally protected status in its hiring or employment practices.



## Supplemental Application

**Applicant Name:** \_\_\_\_\_

**INSTRUCTIONS:** Please review and complete each section on the Supplemental Application. Your responses to the Supplemental Application are used to evaluate your qualifications for the position. Failure to complete the Supplemental Application may limit our ability to evaluate your application.

**NOTICE TO APPLICANT:** Information requested on your application that is defined by State Statute as public may be released on request and includes job history, education and training, relevant test scores, rank on our eligibility list, Veteran's status, and work availability. Your name is private until you are certified as eligible for appointment to a position or are considered by the appointing authority to be a finalist for a position in public employment. Certain other information is private and may be released only to you or to governmental entities authorized access by law. Private data contained in this application:

**Name/Social Security Number (SSN):** Used to identify you in relation to other applicants. You are legally required to provide your name, but not your SSN. Failure to provide this information may result in a delay in processing or rejection of your application.

**License Information:** Used to certify applicants for positions where State law requires appropriate license. You are legally required to provide this information. Failure to provide this information may result in rejection of your application.

**Social Security Number (Optional):** \_\_\_\_\_

### DRIVER'S LICENSE/RECORD

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Class: \_\_\_\_\_ A \_\_\_\_\_ B \_\_\_\_\_ D \_\_\_\_\_ CDL

List any endorsements: \_\_\_\_\_

Do you have a clean driving record? \_\_\_\_\_ Yes \_\_\_\_\_ No If no, please explain: \_\_\_\_\_

**CONVICTION INFORMATION:** No person shall be disqualified from public employment solely or in part because of prior conviction of a crime or crimes, unless the crime or crimes for which convicted directly relate to the position of employment sought. In determining the effect of a conviction, the City shall consider the requirements of Minnesota Statutes, Chapter 364. Applicants who are finalists for certain positions will be subject to a criminal background investigation.

*I hereby give my consent for a personal background investigation, to include a criminal history check, DVS (Driver & Vehicle Services) check, and reference checks, if I become a finalist for this position.*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FAIR CREDIT REPORTING ACT DISCLOSURE:** In connection with your application for employment, an investigation may be made in which “consumer reports” are obtained from a consumer reporting agency. Such reports may include information concerning your credit worthiness, credit capacity, character, general reputation, personal characteristics, or mode of living. Examples of such reports include, but are not limited to: your credit history and a criminal background check. Upon written request, you will be provided with a disclosure of the nature and scope of the consumer report.

The City of Medina will not use the information contained in the consumer report and/or investigative consumer report in violation of any applicable federal or state law or regulation.

If any consumer reports and/or investigative consumer reports indicate that any adverse action should be taken, including the denial of your application for employment, you will be provided with a copy of the report(s) and the “Summary of Your Rights Under the Fair Credit Reporting Act” per the Fair Credit Reporting Act.

The information contained herein is considered private data and will be used only to determine your suitability for employment. Providing this information is strictly voluntary and you are not required by law to furnish any of the information requested herein. However, if you do not furnish it we may have difficulty determining your suitability for employment. The information provided herein will be accessible only to you, appropriate staff of the City of Medina, or as provided for by Minnesota Statutes. By law, I understand that I have the right to receive a free copy of my consumer report and/or investigative consumer report from the consumer reporting agency if one is obtained, upon my written request for this information.

I hereby authorize the City of Medina to obtain “consumer reports” and/or “investigative consumer reports” in connection with processing my application for employment. I further authorize the appropriate individuals, companies, institutions or agencies, including consumer reporting agencies, to release this information.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### APPLICANT’S STATEMENT

I certify that I have read the “Notice to Applicant” regarding the MN Data Practices Act, and understand my rights as a subject of data. I hereby release the City of Medina, with which I am seeking employment, from any liability which may result from releasing information requested.

I understand that if offered a position, I may be required to submit to and pass a drug screen.

I hereby certify that all answers contained in this supplemental application are true and I agree and understand that any misrepresentation or omission of facts contained in this application will be grounds for disqualification for employment or in the event of employment, dismissal from employment upon discovery of the information.

By signing this form I hereby acknowledge I have read and understood the above statements. *Failure to sign this form may result in rejection of your application.*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Election of Veteran's Preference Form**  
**(Minnesota Statute 43A.11)**

Name: \_\_\_\_\_  
(Please Print)

Are you eligible to claim veteran's preference?

Yes       No (if "no" is marked, please stop here)

Do you wish to claim veteran's preference if you achieve a passing score?

Yes       No

If yes, please check the preference you are claiming:

Veteran – defined as a U.S. citizen or resident alien who separated under honorable conditions, and  
1. has served on active duty for at least 181 consecutive days, or  
2. was discharged by reason of disability incurred while on active duty, or  
3. has met active duty requirements as defined by the Code of Federal Regulations, or  
4. has active military service certified under section 401, Public Law Number 95-202  
In addition, you cannot be currently receiving a monthly veteran's pension based exclusively on length of service. **Attach a copy of your DD214 in order to receive 10 points.**

Disabled Veteran – defined as a veteran having a compensable service connected disability as adjudicated by the U.S. Veterans Administration or the retirement board of one of the branches of the Armed Forces, which disability is currently existing. (Attach a copy of your DD214 and FL 802 (or an equivalent letter from a service retirement board) to receive 15 points.

Spouse of a deceased veteran. Attach a copy of your marriage certificate, the veteran's DD214 and the death certificate to receive 10 points.

Spouse of a disabled veteran who is unable to use preference due to disability. Attach a copy of your marriage certificate, the veteran's DD214 and FL802 (or an equivalent letter from a service retirement board) to receive 15 points.

**AFFIDAVIT:**

I hereby claim veteran's preference for this vacancy and certify that all the information given is true, complete, and the best of my knowledge.

I hereby authorize the Veteran's Administration to release information necessary to process this application to the City of Medina.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_