

ACCOUNTING CLERK I

POSITION DESCRIPTION



DEPARTMENT:	Finance (Admin. Services)	TYPE:	Regular, Full-Time (40 hours/week, Mon.-Fri.)
SUPERVISOR:	Finance Manager	FLSA:	Non-Exempt
CLASSIFICATION:	Clerk I	BARGAINING UNIT:	Non-Represented
DESC. DATE:	November 2018	SALARY GRADE 10:	\$18.20 - \$25.15/hr.

GENERAL STATEMENT OF RESPONSIBILITIES

The Accounting Clerk I performs a wide variety of complex clerical, administrative, and technical bookkeeping and accounting duties in preparing, processing, recording, reconciliation, and maintenance of financial accounts such as accounts receivable, collections, utility billing, and assessments.

DISTINGUISHING CLASS CHARACTERISTICS

The City has two levels of Accounting Clerks in the Finance Department, which is within the greater Administrative Services Department. Both levels perform tasks related to financial accounts. However, the two levels perform different essential job functions as part of an internal control system within the Finance Department. The two positions may provide backup to each other for certain tasks.

An Accounting Clerk I is distinguished from this Accounting Clerk II position by the types of duties that are performed. The Clerk II's essential job functions are related to accounts payable, payroll, general ledger, and procurement assistance. The Clerk I position's essential job functions, outlined below, are related to utility billing and miscellaneous accounts receivable.

ESSENTIAL FUNCTIONS – Examples of Duties

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Primary tasks are in two areas within the Finance Department; accounts receivable and utility billing. Secondary function is to assist in other Finance Department and Administrative Services Department activities as backup and to perform other duties as assigned. Duties may include, but are not limited to, the following:

Perform Accounts Receivable Duties

- Prepare invoices for monies owed to the City for services and grant reimbursements.
- Distribute invoices and collect and balance payments.
- Enter accounting data necessary to maintain assessment files, create reports, and billings for assessments and liens.
- Balance subsidiary ledgers and calculate interest and principal amounts due.
- Coordinate with other departments for recording of new liens and assessments.

Perform Utility Billing

- Look up utility account information, answer billing questions and accept payments on accounts.
- Process City utility payments received in the mail and ensure that all transactions are complete and conform to procedures established by the Finance Division.
- Receive and process applications for City utility services and requests for services. Coordinate services to customers with Public Works personnel.
- Generate monthly utility billings from meter reads and related information.
- Maintain customer accounts from setup through termination of service.

General or Other Functions

- Perform a variety of basic to complex duties involving the utilization of automated accounting and/or technical recordkeeping systems, including but not limited to the development of forms and requirements for data entry, the review and checking of data prior to data entry, document imaging, and preparation of specialized reports.
- Process and balance cash receipts and prepare funds for deposit daily.
- Follow all safety rules and procedures established for work areas. Maintain work areas in a clean and orderly manner.
- Represent the City of Florence by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor.
- Regard everyone, internal and external, as a customer and deliver the best service possible in a respectful and patient manner.
- Serve as a member of various City committees as assigned.
- Maintain regular job attendance and adherence to working hours.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Typical bookkeeping and accounting work processes and accounting software;
- Basic bookkeeping and accounting functions;
- Spreadsheet applications and word processing software programs;
- Modern office practices and procedures including business English, spelling, composition, and arithmetic;
- Principles and processes for providing customer and personal services; and
- Administrative and clerical procedures and systems including managing files and records.

Skills in:

- Providing effective customer service;
- Proficient operation of standard office equipment, including ten-key adding machine, copier, scanner, printer, and computer;
- Using mathematics to solve problems;
- Practicing critical thinking, reading comprehension, and communicating effectively; and
- Managing one's own time and being organized.

Ability to:

- Use computers, keyboard, word processing and spreadsheets and other application software as required for the position at an advanced level for an extended period of time;
- Meet required deadlines;
- Maintain confidentiality and exercise discretion and judgment in dealing with sensitive or confidential information;
- Communicate information and ideas in a way that others will understand;
- Use sound reasoning to apply rules to problems and produce solutions that make sense;
- Recognize that a problem exists or that something is likely to go wrong;
- Work in a busy and stressful work environment, occasionally dealing with irate individuals;
- Work independently, be politically astute, work proactively, and be able to anticipate needs;
- Get along well with coworkers and maintain effective work relationships;
- Accurately post and check financial data;
- Reconcile and analyze financial data; and
- Pass a background and/or criminal history check.

MINIMUM/SPECIAL QUALIFICATIONS

Education and Experience

- High school diploma or equivalent; and
- One (1) year of professional experience utilizing computerized accounting systems and spreadsheet programs; or
- Any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform duties.

Other

- Possession of (or ability to obtain) a valid Oregon Driver's License; and
- Possession of (or ability to obtain) notary certification.

PREFERRED QUALIFICATIONS

The ideal candidate would also have the following experience:

- Previous work experience in billing and collections.
- Bookkeeping experience in governmental or not-for-profit work environment.
- Experience working with the Caselle accounting software.
- Bi-lingual ability in Spanish and English.

SUPERVISION RECEIVED & EXERCISED

This position exercises no supervision.

This position receives general supervision of the Finance Manager who reviews work through periodic review and discussion.

PHYSICAL DEMANDS

The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools, or controls. Physical demands on the position generally involve moving materials weighing up to 40 pounds on a regular basis. Character and flow of duties involve manual dexterity and coordination.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Usual office working conditions. The noise level in the work environment is typical of most office environments. Primary work environment is a climate-controlled office setting. Must possess ability to work in standard office setting and use standard office equipment. May deal with stressful situations or distraught individuals. Occasional operation of a motor vehicle on public roads.