

ACCOUNT CLERK

SUMMARY

Performs a variety of more complex bookkeeping tasks including maintenance of general ledger accounts. Performs day-to-day duties associated with accounts receivable, payroll, and general customer service. Performs other clerical and administrative work as required.

SUPERVISION RECEIVED

Works under the general supervision of the Finance Director/Treasurer.

SUPERVISION EXERCISED

None.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Performs the more complex bookkeeping and clerical duties requiring accuracy and skill.
 - a. Receives, processes and accounts for City taxes, fees, assessments, billings, etc.
 - b. Posts receipts, credits and debits; makes daily adjustments to accounting records.
 - c. Prepares billings for accounts and computes penalties.
 - d. Receives cash and issues receipts; balances cash drawer and daily cash receipts.
 - e. May prepare and issue permits and licenses to the public.
 - f. Compiles detailed accounting data for use in financial statements.
 - g. Prepares routine periodic financial reports and analyses.
 - h. Maintains files and records specific to the area of responsibility.
 - I. Furnishes information to the public and City officials.
 - j. Assists in the processing of regular payroll and pension payroll.
 - k. Processes accounts payable.
2. Provides information and assistance to the public, both at the counter and on the phone.
3. Receives, screens and directs phone calls.
4. Performs various clerical and technical duties as an administrative support person for the department.
5. May coordinate the support functions for the water and sewer utility.
6. Performs related work as required.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KSA'S FOR EMPLOYMENT

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 (KSA's) required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Reasonable knowledge of bookkeeping principles and practices to accurately maintain ledgers, journals, and billing/collection activities.

Considerable knowledge of city, county and state tax regulations and forms to carry out the objectives of the department and aid the public.

Skill in the use of a cash register, calculator, typewriter, business computer terminal and personal computer.

Skill in maintaining ledgers and journals.

Skill in maintaining financial and clerical records.

Skill in performing accurate arithmetic computations.

Skill in applying good office practices and procedures.

Skill in maintaining effective working relationships with fellow employees, City officials and the public.

Educational requirements include a high school diploma, or the equivalent, supplemented by courses in bookkeeping, computer operation and other vocational subjects.

Three years of bookkeeping experience is preferred.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Account Clerk, Cont.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to walk. The employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific visual abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

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.

An employee in this position works in an office environment. The noise level in the work environment is usually quiet.

September, 2015
St. Joseph