

Class Title: **Accounting Clerk**
Department: Treasury & Finance
Division: Administration
Performance Appraisal:

Grade Level: GR-2
Date: 10/07/2022
FLSA: Non-Exempt

GENERAL PURPOSE:

Work performed in applying bookkeeping principles to the collection of utility bills, taxes, and miscellaneous receivables.

SUPERVISION RECEIVED: Works under the direct supervision of the Deputy Recorder/Treasurer

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Collect and input receivables

Codes receipts, reconciles daily cash drawer, and keeps such records as needed to verify cash balances.

Handles night deposit box

Distributes incoming mail; answers routine inquiries; and routes inquiries to the appropriate person.

Creates and manages invoices for various departments

Accept payment for miscellaneous receivables, property taxes, and utility bills.

Performs typing and clerical work.

Performs other work as required.

DESIRED KNOWLEDGE AND ABILITIES:

- Knowledge of principles and methods of bookkeeping
- Knowledge of business English and Arithmetic
- Knowledge of modern office practices, procedures, and equipment
- Knowledge of the application of bookkeeping principles to routine transactions
- Ability to direct the flow of a considerable volume of detailed work
- Ability to type accurately from plain copy to routine draft
- Ability to make arithmetic calculations rapidly and accurately
- Ability to exercise good judgment in evaluating situations and making decisions
- Ability to establish and maintain an effective working relationship with public and other employees
- Knowledge of PC word processing and spreadsheet software

DESIRED MINIMUM QUALIFICATIONS

Education equivalent to graduation from a standard high school including and/or supplemented by courses in bookkeeping principles and practices.

Experience in office work involving bookkeeping and accounting.

SPECIAL REQUIREMENTS

Must be bondable

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; Local Government software; 10-key calculator, phone, switchboard, fax and copy machine.

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.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, and see well. The employee is occasionally required to walk, use hands for fine motor operation of tools or controls and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the 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.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. Pre-employment physical and drug test required of successful applicant.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature/Date _____

Supervisor Signature/Date _____

Director Signature/Date _____

