



Job Description

Title:	Finance Clerk		Created:	January 2010
Salary Level:	13		FLSA Status:	Non-exempt
Supervisor:	Supervisor of Accounting Services	Supervises:	None	
Job Family:	None	Bargaining Unit:	Miscellaneous	

JOB SUMMARY:

Assists in the preparation of technical and clerical accounting duties at the advanced level in the preparation, maintenance and processing of accounting records and financial transactions.

DISTINGUISHING CHARACTERISTICS:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves as receptionist, answering phones, receiving and distributing department mail, collecting payments, issuing dog licenses and yard sale permits at the counter.
- Receives payments in checks or cash and performs accounting for utilities payments.
- Sets up and closes out utility accounts.
- Assists customers, departments, and employees, by providing information, explaining procedures, and answering questions over the telephone and in person.
- Operates machinery to open and sort utility payments; verifies amounts; balance and process payments.
- Processes and matches payment vouchers and invoices; verifies accuracy of information, researches discrepancies, assigns codes and verifies with registers.
- Starts new and closes out business license accounts.
- Tracks and maintains records and files on new businesses opening in the City.
- Provides customer service to explain utility collections, regulations, policies and procedures by telephone and in person.
- Performs a variety of general clerical duties including computer data entry, typing, and maintaining files and records.
- Assists other accounting clerical personnel in performing City accounting functions.
- Operates personal computer and software programs for data entry to the financial accounting system.
- Maintains accounting records, documents and files.
- Assists in the preparation of special technical financial and accounting reports.
- Compiles and prepares routine reports.
- May assist in the accounts payable and receivable and payroll functions.
- Performs related duties as required.

QUALIFICATIONS:

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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to:

- Perform advanced level accounting clerical work.
- Post and make mathematical computations rapidly and accurately.
- Handle cash receipts and provide effective customer service.
- Prepare statistical records and reports.
- Interpret and explain policies & procedures.
- Prepare and maintain records and files.
- Perform research, compile data, and prepare reports.
- Perform clerical work & administrative tasks.

Position Title - Continued

- Establish, maintain effective relationships.
- Make arithmetical calculations with speed and accuracy.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Work with sensitive and confidential customer information; provide excellent customer service.
- Communicate effectively orally and in writing.
- Understand, follow oral and written directions.
- Operate a calculator, 10-key, and personal computer and related office equipment; type at a speed necessary for successful job performance.

Knowledge of:

- Basic bookkeeping principles and practices.
- Customer service practices resulting in positive outcomes.
- Policies and practices related to assigned areas of responsibility.
- Advanced secretarial administrative methods.
- Office procedures and methods; a variety of personal computer applications including spreadsheets.
- Financial and statistical record keeping.
- Department operations and policies.
- Operation of office equipment and software.

Education and/or Experience:

High school diploma or general education degree (GED); one year related experience in bookkeeping or accounting; or equivalent combination of education and experience.

Certificates, Licenses, Registrations:

California Drivers License

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

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 regularly required to use hands to finger, handle, or feel. The employee frequently is required to sit or stand for prolonged periods of time, and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

Position Title - Continued

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

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee frequently works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.