



Job Title: Account Clerk 1
Department: Finance
Date: July 23, 2018
X Non-Exempt ___ Exempt
FLSA Exemption: N/A
Job Reports To (title): Accountant
Pay Grade: 2
X Full Time ___ Part Time

Job Description

Summary/Objective Under supervision performs a variety of routine accounting clerical and data entry work related to billing and collection of utility bills, business licenses, maintenance and review of financial and statistical records, preparing, posting, maintenance and/or reconciliation of financial, accounting, inventory and/or statistical records.

Account Clerk 1 is the entry level class in the Account Clerk series. Individuals in this class work under close supervision in performing tasks of a routine and repetitive nature in computing, posting and verifying accounting and numerical data. Assignments may become more complex and varied as greater experience and proficiency are acquired.

Essential Job Functions

The duties listed below are intended only as illustrations of 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:

1. Prepares and processes customer accounts for utility services.
2. Collects payments over the counter, through the mail, and electronically, receives and generates receipts, and records cash payments.
3. Prepares and monitors collection of billing for City services; researches and compiles relevant information; follows up delinquent accounts and bad debts; and performs related collection functions as assigned.
4. Balances cash drawer and prepares deposits.
5. Sorts and distributes incoming and out-going mail and various accounting reports and documents.
6. Posts, verifies and reconciles various accounts; gathers, sorts and researches records and files to provide factual data, and traces discrepancies to reconcile accounts.

7. Performs data entry functions and posts a wide assortment of information to records.
8. Maintains files of correspondence, records, and other documents.
9. Performs data entry functions on a personal computer.
10. Acts as primary receptionist interacting with the public regularly regarding billing and payments, also provides other accounting information to customers, vendors, and City personnel. Responds to citizens' complaints and inquiries.
11. Reviews and verifies records, forms and other documents for accuracy, completeness and conformance to rules and regulations.
12. Operates a variety of standard and specialized office equipment; performs related general clerical work such as typing, filing, proofing, photocopying and collating.
13. Reviews and classifies documents for proper account documentation; codes information according to established City procedures.
14. Prepares and balances batch posting controls to sub-system; prepares adjustments and/or corrections to close and/or balance accounts.
15. Performs other related duties as assigned.

Conformance Statement

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, residents, suppliers and elected officials.
- Work cooperatively and effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintain the highest level of ethical behavior in all matters.

Competencies

1. Ethical Conduct.
2. Time Management.
3. Organization Skills.
4. Accuracy & Financial Management.
5. Project Management.
6. Personal Effectiveness/Credibility.

Qualification Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education Required high school graduation or its equivalent.

Experience One year of general clerical experience which involved bookkeeping, numerical calculations and/or the processing of financial data. Good computer skills, including common office software applications.

Desirable Cashiering experience and coursework in accounting, finance, or a related field.

Condition of Employment

Must possess and maintain a valid California Driver's License and maintain a clean driving record for insurability through the City of San Jacinto. Failure to maintain license/insurability will result in disciplinary procedures including suspension without pay, demotion, and/or termination without Administrative or Judicial appeal.

Knowledge, Skills & Abilities

Knowledge of:

- Basic arithmetic functions including decimals and percentages; basic accounting recordkeeping principals, practices and terminology; standard filing, indexing and cross-referencing method.
- Basic clerical, bookkeeping and accounting procedures, concepts and terminology; basic data processing functions in the operation of a computer.

Ability to:

- Make arithmetic calculations with speed and accuracy; perform detailed clerical work accurately and quickly; type accurately at 40 net wpm; quickly learn policies and procedures applicable to the processing of accounting data; follow oral and written instructions; maintain sustained close visual and mental attention; establish and maintain effective working relationships with others; communicate clearly.
- Perform clerical accounting work involving some independent judgment and initiative; process, balance and adjust a variety of fiscal transactions and accounting data; operate a ten-key adding machine with speed and accuracy.
- Understand and carry out oral and written instructions.
- Work well and cooperatively with others.
- Provide excellent customer service.

Skills:

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, adding machines, phones, photocopiers, filing cabinets and fax machines.

Work Authorization/Security Clearance

Must complete post-offer/pre-employment Department of Justice finger printing and background screening. Work authorization as required by the U.S. Citizenship and Immigration Services is mandatory within three business days of hire.

Disaster Service Worker Requirements

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

Working Conditions, Mental and Physical Demands

The physical demands herein 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 these essential job functions.

Work Environment

Indoor office environment; the employee is frequently required to sit, stand, walk, use hands and fingers, and reach with hands and arms. Lifting and carrying up to 50 pounds. Noise and temperatures are moderate and fumes are not generally present.

Physical Demands

While performing the duties of this job, the employee is regularly required to see, talk, and hear.

Essential Mental Functions

Regularly required to use written and oral communication skills, read and interpret data, analyze and solve problems; observe and interpret situations; interact with City staff and citizens.

Be able to make quick decisions, problem solve, read, write, and speak publicly. Essential to be able to read, organize, process and interpret data, and be able to add, subtract, multiply and divide.

Supervisory Responsibility

This position has no supervisory responsibilities.

Expected Hours of Work/Work Schedule

Monday – Thursday 7:00 AM – 6:00 PM (4x10 work week). Occasional evening and weekend work may be required as job duties demand.

Travel

Little to no travel is expected for this position.

Disclaimers and Approval

This disclaimer informs the employee that the job description is not a contract between the employee and the City. The City may change the job description and may request the employee to perform additional duties not included in this description.

This job description has been approved by all levels of management:

Department Head	<u>James P. Hill</u>	Date:	<u>7/31/18</u>
City Manager	<u>[Signature]</u>	Date:	<u>7/31/18</u>
HR	<u>Revised D. Wolseiff</u>	Date:	<u>7-31-2018</u>

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date: _____