

ACCOUNT CLERK I

FLSA STATUS - Non-Exempt

DESCRIPTION OF WORK

Under general supervision, serves as receptionist; enters data, performs utility or other billings, collects and accounts for funds; applies routine bookkeeping principles to the keeping of utility and other accounts; work follows standard procedures.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

Enters accounting data on ledgers, control sheets and other accounting records; makes adjustments; maintains account numbers, addresses, meter books and billing changes for utility accounts; accepts fees or payments; issues receipts and notices and keeps simple records of transactions; balances receipts; types routine correspondence, bond notices, reports and other related items; processes and prepares bills for payment; assists in the preparation and processing of monthly reports; checks billing for accuracy; receives and records payments from other departments, such as the Recreation Center, Police Department, Animal Shelter, Municipal Court and Community Development; occasionally cuts checks on various accounts; assists with month end closings; files; assists other office personnel in the performance of their duties; operates a variety of office equipment, including a personal computer.

OTHER DUTIES: Occasionally sorts and distributes mail; occasionally opens the building in the morning; performs related duties.

QUALIFICATIONS

Some knowledge of modern office practices and procedures.

Some knowledge of bookkeeping principles.

Skill in the use of a computer terminal and other applicable office equipment.

Ability to accurately account for funds.

Ability to follow verbal and written instructions.

Ability to make routine mathematical computations.

Ability to establish and maintain effective working relationships with employees and the public.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform sedentary physical work, to occasionally lift 25 pounds;

Ability to stand, walk, sit, bend, kneel, reach, grasp, and perform similar body movements;

Possesses hand/eye/foot coordination adequate to operate a computer keyboard and adding machine;

Ability to talk and hear in person, by telephone and two-way radio;

Ability to see and read instructions and figures on a computer screen.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to graduation from high school, including or supplemented by course work in bookkeeping or some experience in bookkeeping or a related field.