

CLERK I – FINANCE

NATURE OF WORK

This position performs a variety of clerical duties requiring a knowledge of the principles of accounting, and daily public contact/customer service. Duties include assisting walk-in customers, answering main switchboard, cashiering, maintaining optical image filing, weekly accounts payable processing and other various tasks. Decisions are made in terms of established policies and procedures; with difficult, non-routine, or complex problems being referred to a supervisor. Portions of the work require judgment based on knowledge of accounting principles. Work is performed under the supervision of the Assistant Finance Director, and is evaluated for accuracy and adherence to standards.

ESSENTIAL JOB FUNCTIONS

1. Prepares and/or reviews payment vouchers for weekly accounts payable process, including the review/reconciling of liquor vendor invoices and statements.
2. Operates and reconciles cash register; codes and rings up receipts; accepts credit cards and checks according to established procedure, identifies and corrects errors.
3. Operates switchboard; directs calls and visitors; answers various inquiries; updates various outgoing messages, provides information on municipal services and functions; updates phone directories.
4. Establishes and maintains records and files based upon City's record retention schedule, including the conversion of paper documents into the City's optical image archive.
5. Performs various computer data entry.
6. Prepares various account reconciliations and/or reports, using spreadsheets and databases. Recent examples include monthly bank account reconciliations for:
 - A. Credit card sales other than liquor;
 - B. State lottery sales;
 - C. ATM transactions.
7. Drives to various locations throughout the City to obtain final water meter readings, using radio-based reading device from inside vehicle.
8. Performs other duties related to the position as assigned, including backup to other positions in the Finance department.

REQUIRED QUALIFICATIONS

High School diploma or GED

Two years' experience in bookkeeping, payables or related field. Coursework may be substituted for experience.

DESIRED QUALIFICATIONS

Two or more years related work experience.

One year of coursework in accounting or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

Skill in the operation of a computer, using word processing and spreadsheet software.

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

Ability to make varied arithmetic computations and tabulations rapidly and accurately.

Ability to understand and carry out oral and written instructions.

Ability to communicate effectively, both orally and in writing.

Ability to coordinate and follow through on work tasks and projects to completion.

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PHYSICAL FACTORS	Code	TASK NUMBERS	ENVIRONMENTAL FACTORS	Code	TASK NUMBERS
Standing Stationary	V	2,3,4,7,8	Work Alone w/out other employees	O	1,2,3,4,5,6,7,8
Moving About	O	2,3,4,7,8	Work With Others (the public or other employees)	O	1,2,3,4,6,7,8
Sitting	C	1,2,3,4,5,6,7,8	Work Around Other Employees	O	1,2,3,4,6,7,8
Physical Strengths and Demands			Public Contact	O	2,3,8
Lifting-Push & Pull While Stationary			Shift Work		
Sedentary-up to 10 lbs.	O	1,4,8	Extended Day		
Light Work-11 to 20 lbs	V	8	Inside	C	1,2,3,4,5,6,7,8
Medium Work-21 to 50 lbs			Outside	V	7,8
Heavy Work-51 to 100 lbs			Confined Area		
Very Heavy-over 100 lbs			Extreme Hot		
Carrying-Push & Pull While Moving About			Extreme Cold		
Sedentary-up to 10 lbs	V	8	Wet and/or Humid		
Light Work-11 to 20 lbs	V	8	Noise		
Medium Work-21 to 50 lbs			Vibration		
Heavy Work-51 to 100 lbs			Mechanical Equipment		
Very Heavy-over 100 lbs			Electrical Equipment		
Climbing			Pressurized Equipment		
Balancing			Burning Material/Equipment		
Stooping			Explosive Material/Equipment		
Kneeling			Radiant Energy		
Crouching	V	4,8	Moving Objects		
Crawling			High Places		
Reaching	V	2,3,4,8	Fumes/Odors		
Twisting-Sitting	O	2,3,4,8	Dirt/Dust		
Twisting-Standing	O	2,3,4,8	Gases		
Handling	F	1,2,3,4,5,6,7,8	Poor Ventilation		
Fingering	F	1,2,3,4,5,6,8	Other (Specify)		
Feeling			Other (Specify)		
Talking	O	1,2,3			
Hearing	O	1,2,3			
Seeing - Near Vision	F	1,2,3,4,5,6,7,8			
Seeing - Far Vision	V	7, 10			
Seeing - Depth Perception					
Seeing - Color Vision			Codes:		
Seeing - Field of Vision			Blank - Not Present		
Smelling			V = Very Infrequent 1 to 2 times a week		
Walking	O	4,7,8	O = Occasional - Up to 1/3 of time a week		
Reading	C	1,2,3,4,5,6,7,8	F = Frequent - 1/3 to 2/3 of time		
Driving	V	7,8	C = Constant - More than 2/3 of time		
Other (specify)					
Other (specify)					