

ACCOUNT CLERK I

DEFINITION

Under general supervision, to perform a variety of account and statistical record keeping work in connection with the development, maintenance, and processing of City fiscal and statistical records; to provide customer service for utility billings and business licenses; to perform general office support assignments; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Non-Exempt.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the Account Clerk class series. Incumbents learn and perform a variety of basic account and statistical record keeping work. This class is distinguished from Account Clerk II in that incumbents perform a lesser scope of assignments, which do not require the same level of knowledge of City fiscal record keeping systems and procedures. When an incumbent becomes familiar with City fiscal record keeping policies and procedures, demonstrates good sustained work performance, and meets qualifications, he/she may be promoted to the Account Clerk II level.

REPORTS TO

Finance Operation Manager, Finance Director.

CLASSIFICATIONS SUPERVISED

This is not a supervisory class.

ESSENTIAL FUNCTIONS

Maintains a variety of financial and statistical records; processes warrants, bills, and other documents involved with financial record keeping; posts information to expenditure records; verifies purchase orders; assists with the maintenance of work and time records; receives applications and processes business licenses; receives payments and processes bills for utility services; monitors late payments, prepares notifications, and initiates turn-offs for delinquent accounts; processes liens for accounts which are forwarded to collections; performs data entry of account adjustments; audits payment authorizations and matches them with purchase orders; maintains inventory of fixed assets; receives monies for a variety of purposes and maintains records of receipts; balances cash received and prepares deposits; adds/disconnect utility services and processes deposits; assists with the maintenance of subsidiary ledgers; assists with the development of financial and statistical reports; assists with the compilation of budget information; learns and operates computerized

financial information systems and on-line computer systems used in the City; may learn and work with spreadsheets and word processing programs; performs a variety of general office assistance assignments; answers the telephone and receives customers at a public counter providing a variety of information about billings, licenses, policies, and services.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, radio and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with other staff and the public.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Basic methods and practices of financial and statistical record keeping.
- Good public relations techniques.
- Maintenance of files and information retrieval systems.
- Modern office methods and procedures.

Ability to:

- Learn and perform a variety of financial and statistical record keeping work.
- Follow oral and written directions.
- Read and understand codes, statutes, and information related to financial and statistical record keeping work.
- Gather and organize data and information.
- Make mathematical calculations quickly and accurately.
- Work with computerized financial information systems and use a computer for financial and statistical record keeping work.
- Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the work area where assigned.
- Establish and maintain cooperative working relationships.
- Spell correctly and understand the proper use of the English language.
- Understand and follow oral and written directions.
- Operate a typewriter, computer, and calculator.

Training and Experience:

- Two (2) years of work experience performing office support work, preferably including some experience and background in maintaining financial and statistical records and dealing with the public.

SPECIAL REQUIREMENTS

- None.

Education:

- Equivalent to graduation from high school.

License:

- Possession of a valid California driver's license.

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