

ACCOUNT CLERK II

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. Bargaining Group: Clerical Unit.

DISTINGUISHING CHARACTERISTICS

This is the intermediate working level in the Account Clerk class series. Incumbents perform a variety of account and statistical record keeping work. This class is distinguished from Account Clerk I in that Account Clerk I incumbents perform many assignments in a training and learning capacity.

REPORTS TO

Finance Operations Manager, Finance Director, or as assigned.

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; assists with the maintenance of subsidiary ledgers; assists with the development of financial and statistical reports; assists with the compilation of budget information; operates computerized financial information systems and on-line computer systems used in the City; may work with spreadsheets and word processing programs; performs a variety of general office assistance assignments; and 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:**

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

Ability to:

- Operate a typewriter, computer, and calculator.
- Spell correctly and understand the proper use of the English language.
- Understand and follow oral and written directions.
- 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.

Training and Experience:

- Three (3) years of increasingly responsible work experience in performing fiscal support work; or
- Two (2) years of increasingly responsible work experience as an Account Clerk I with the City of Atwater.

SPECIAL REQUIREMENTS

- None.

Education:

- Equivalent to graduation from high school.

License:

- Possession of a valid California driver's license.

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