

CITY OF GLADSTONE POSITION DESCRIPTION

Class Title:	Account Clerk II	Range Number:	17-A
Department:	Finance	FLSA Status:	Non-Exempt Represented
		Date:	June 2022

GENERAL STATEMENT

Performs a variety of specialized clerical, accounting, and administrative work which may include accounts receivable, cash reconciliation, general administration, court operations, utility statements, and accounts payable.

SUPERVISION RECEIVED

Works under the general supervision of the Finance Manager or Finance Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Accumulates, calculates, posts, balances, reconciles data.

Drives to financial institutions to make deposits if electronic transfer is not available.

Provides accounting assistance to other departments of the City.

Identifies irregularities, researches and resolves discrepancies in accordance with established procedures,

Prepares periodic utility, financial, statistical or operational reports as assigned.

Assists with records management.

Performs special accounting projects as assigned.

Completes purchase orders and invoices.

Accounts Payable

- Matches purchase orders and invoices for payment weekly.
- Enter invoices into financial software.
- Generate vehicle fuel log/garage services spreadsheets including journal entries.
- Prepares entries to maintain the fixed asset ledger, enters new and updates data into the accounting system, including capital purchase.
- Disburse City funds upon approval of invoices and check requests.

- Prepares statements of accounts payable for City Council approval.
- Tracks outstanding checks, prepares annual report for Department of State Lands.
- Assists in maintaining fixed asset accounts of the City.
- Maintains Account Payable files.

Accounts Receivable

- Process Accounts Receivables – invoicing maintenance adjustments and collection of accounts.
- Reconcile AR monthly activity to the general ledger and prepare journal entries.
- Prepares monthly financial statements and reconciles monthly financial records.
- Balances bank deposits; makes a listing of deposits by accounts; examines receipts for accuracy and completeness.
- Process Cash Receipting – maintain daily cash activities, balance to cash on hand against receipts; prepare and balance accounts from departments; Monitor monthly cash sheet, reconcile to the general ledger and prepare journal entries.
- Assist with payment/deposit discrepancies with banks and departments.
- Reconcile liability accounts to the general ledger and prepare journal entries.
- Monitor purchase card activities; add/remove from tracking software, verify charges and coding, generate monthly reports and journal entries.
- Process title/registration for all City vehicles/equipment; assign vehicle/equipment numbers, prepare documentation and monitor surplus sales.
- Prepare/generate purchase orders from requisitions; verify requisitions and consult with department on specifications.
- Monitors and maintains Special Assessment, EDRLF and Deferred SDC loans, Right – of-Way licensing and Transient Lodging Tax.

Utility Billing

- Reads computer files or gathers records such as meter readings. Downloads information into computer or computes amounts due; assists Meter Technicians with software upgrades on meter reading equipment/computers.
- Posts transactions to accounting records such as spreadsheets & computer files.
- Processes work orders for service disconnections, reconnections, new orders, leak adjustments, and other public works service requests. Prepares, calculates, and tracks leak adjustment credits for customer accounts.
- Processes meter reading data; prepares and coordinates mailing utility statements; maintains current customer account files; assists in reconciling utility billing activity with the general ledger.
- Receives telephone calls and citizen visits concerning utility statements or services; handles questions and matters of a more technical nature; responds to citizen complaints.
- Pursues collection of delinquent utility accounts, including preparation and mailing of final notices, shut-off and turn-on orders, establishing and monitoring payment schedules, customer follow-up account research, preparing liens and write-offs, etc.
- Maintains the lien billing/tracking software; Conducts lien searches including nuisance and utility billing holds.
- Process bankruptcy notifications and file claims to the bankruptcy court.
- Prepare and monitor the utility billing assistance program.

PERIPHERAL DUTIES

Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Provides back-up to the Municipal Court Clerk, assists with municipal court customers, taking calls, answering inquiries, accepting payments of fines, etc. May be trained to act as Payroll back-up in case of emergency.

The duties listed above are intended only as illustrations of the 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 to the position.

QUALIFICATIONS

Education and Experience:

Associate's Degree or equivalent education in Accounting or Finance.

Three (3) years of professional experience relative to accounting practices and procedures specific to area of assignment; governmental accounting experience preferred.

Equivalent combination of education and experience may be considered.

Special Requirements:

Must successfully pass a criminal history and credit background check.

Must be able to pass the department's security clearance standards for unescorted access to certain City facilities, including review of driving record.

Depending upon area of assignment, possession of, or ability to obtain by date of hire, a valid state driver's license.

Knowledge, Skills and Abilities:

- Working knowledge of modern office practices and procedures.
- Working knowledge of governmental accounting principles and practices.
- Working knowledge of standard accounting computer systems and their application to municipal accounting and fiscal management.
- Working knowledge of accounts payable and accounts receivables and associated record keeping and reporting.
- Skill in operating listed tools and equipment.
- Apply to apply generally accepted accounting principles and practices.
- Ability to reconcile accounting records and reports and to perform journal entries.
- Ability to maintain a variety of financial records and files.
- Ability to perform arithmetic computations accurately and quickly.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain positive and cooperative working relationships with City staff, other organizations and the general public.

- Ability to work under pressure with frequent interruptions, while still meeting deadlines.
- Ability to deal professionally with upset or difficult individuals.
- Ability to maintain confidentiality of data and professional interactions.
- Ability maintain a valid state driving license and to drive safely.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet and data base software; central financial computer; 10-key calculator by touch, standard office equipment and communication devices, phone and City vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an average employee to successfully perform the essential functions of this job. Reasonable accommodation will be made to meet the needs of qualified individuals with limitations who can perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to operate a City vehicle, walk, use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Weekly lifting, moving and carrying of objects up to 25 lbs., and crouching, bending, kneeling. Specific vision abilities required by this job include close vision and the ability to adjust focus. Regular focus on a computer screen for prolonged periods and daily use of a keyboard.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a standard indoor office setting. Required driving to financial institutions may result in exposure to outdoor weather conditions. The noise level in the work environment is usually moderately quiet.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revision History: 1999, 2012, 2013, 2019, 2020, 2022