



Job Title: ACCOUNT CLERK: Payroll/Purchase Orders

Position Grade: 4

Classification Series: Account Clerk

Department: Finance

Payroll Status: Full-Time, Non-Exempt

Union Status: General Service Unit

Purpose: Provide general accounting work to the Finance Department, performing mid-level accounting activities, focused on payroll and purchase orders.

Supervision Received: This position works under the general supervision of the Finance Director. The Director sets general priorities, objectives, requirements and timelines.

Supervision Exercised: The position does not supervise other employees.

Duties and Responsibilities: This list is an *example* of the tasks the employee may be expected to perform, but is not intended to be all inclusive.

General Duties

- Serve as customer service representative; respond to inquiries over the phone and in person; provide information utility bills, business licenses and other city services and programs; direct inquiries to appropriate resources.
- Balance daily cash, checks and credit cards to accounting records; prepare bank deposits.
- Process incoming and outgoing mail.
- Perform cashier/reception functions; receive and process utility and other payments and direct customers to the appropriate resource for other areas.
- Compose, type, file and edit a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Process new utility service requests; scan and e-file notes, correspondence or any documents that update utility billing account history.
- Contribute to an overall productive and respectful work environment by providing excellent customer service and working in a positive, collegial manner at all times.
- Maintain cooperative working relationships with Department staff, other departments and the general public.
- Follow all safety rules and procedures for work areas.
- Perform other responsibilities and other duties as assigned.

Area Specific Duties

- Process City payroll, and assist Accountant with payroll functions.
- Process payroll quarterly reports, respond to payroll and benefits-related questions, and prepare and maintain payroll files, reports and forms.
- Process and disperse purchase orders.
- Order and maintain office supplies; maintain, stock, and account for purchases of snack bar stock.
- Maintain common office areas such as lobby, office supply area and break room.

Job Qualification Requirements (Knowledge, Skills & Abilities):

KNOWLEDGE: Knowledge of standard office practices and procedures; office machines; English, spelling, grammar/vocabulary; math, including addition, subtraction, multiplication, division, fractions and percentages; proper cash handling procedures; general bookkeeping/accounting procedures and standards.

SKILLS: Strong organizational skills, verbal and written communication skills, and intermediate to advanced computer skills, preferably in Microsoft Office Suite® products and strong basic math skills. Proficiency in the use of 10-key.

ABILITIES: Ability to use word processing, database and spreadsheet applications. Ability to prioritize and multi-task. Ability to represent the department in a professional manner to both internal and external department customers; and read, understand and follow written and verbal instructions. Physical ability to perform the essential job functions. Ability to utilize agency specific utility and financial computer software and to integrate third party software with financial software. Ability to discern and maintain confidentiality of sensitive information.

Minimum Required:

A typical way to obtain the knowledge, skills and abilities listed above would be: **High School** education and **three years of related experience**. *An acceptable combination of education, experience, and certifications to demonstrate the adequate attainment of the knowledge, skills and abilities required to perform the duties and responsibilities may be considered in substitution of the required education, experience and certification.*

Preferred Qualifications:

An Associate's Degree in accounting, business, or related field, knowledge of and experience performing payroll functions, standards and laws pertaining to payroll procedures, certification in Microsoft Office Suite®, knowledge and understanding of governmental accounting practices (GAAP).

Physical Demand: *The physical demands described here are an overview. For detailed information regarding physical demands, please see the attached worksheet. The physical demands listed below, together with the detail listed on the attached worksheet, represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

Manual dexterity and coordination are required for more than half of the daily work period (about 65%-75%) which is spent sitting while operating office equipment such as computers, keyboards, 10-key, telephones, and other standard office equipment. While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, crawl, climb, balance, see, talk, hear, smell and manipulate objects. The position requires some mobility including the ability to move materials, between 5 lbs. and 25 lbs. occasionally. This position requires both verbal and written communication abilities.

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.*

While performing the duties of this position, the employee is primarily working indoors in an office environment. The employee is not exposed to hazardous conditions. The noise level in the work environment is usually moderate and lighting is adequate.

REQUIRED SIGNATURES:

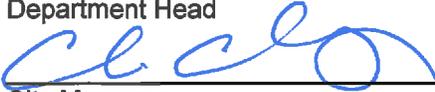
My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.



Department Head

5/2/14

Date



City Manager

5/2/14

Date



Human Resources Director

5-2-2014

Date

Date Revised: May 2014