



**Job Description**

<b>Title: Senior Account Clerk</b>	<b>FLSA Status: Non-Exempt</b>	<b>Created:</b>
<b>Supervisor: Assigned Staff</b>	<b>Supervises: N/A</b>	<b>Revised: 8/31/22</b>
<b>Job Family: Finance</b>	<b>Bargaining Unit: Clerical</b>	<b>Approved:9/6/22</b>

**JOB SUMMARY:**

Under the direction of assigned staff, perform a variety of complex clerical accounting duties in support of assigned accounts and functions such as accounts payable and accounts receivable; process code and verify of invoices; assure timely payment of organizational financial obligations; maintain related financial and statistical records and files; perform customer service duties including cashiering, receiving and processing payments for City related utilities and services.

**DISTINGUISHING CHARACTERISTICS:**

The Senior Account Clerk classification is the experienced-level position in the series. Incumbents work under general supervision and perform complex clerical accounting duties and perform full range of clerical accounting duties in the review, evaluation and adjustment of assigned accounts. The Account Clerk classification is the entry-level position in the series. Incumbents work under close supervision and perform a variety of clerical accounting duties in support of assigned accounts and functions including accounts receivable, utility billing and collection learning to perform the full range of duties performed at the senior level.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform a variety of complex clerical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, utility billing, and collections; balance assigned accounts as directed.
- Assure accurate and timely payment of organizational financial obligations; assure mandated reports are submitted to appropriate agencies according to established time lines.
- Process, code and verify invoices; check invoices and match with purchase orders and receivers; contact staff and vendors to verify invoices; issue and distribute appropriate payments to purchase orders; assure proper signatures and authorization of invoices.
- Assemble, match, sort, tabulate, check and post a variety of financial and statistical data such as income and expenditures; research, compile, prepare and revise accounting data regarding assigned accounts; reconcile statements, records and other financial documents as required; review data for accuracy and completeness.
- Maintain various auditable records related to income, expenditures and assigned accounts; establish and maintain filing systems; generate queries and spreadsheets; maintain an assigned database.
- Process and evaluate various forms and applications as assigned; compare and reconcile forms, statements, records, reports and other financial documents; identify errors and resolve discrepancies; initiate account transfers as needed.
- Process accounts receivable as assigned; prepare and process receipts; check money totals against receipts and invoices; prepare and distribute bank deposits as required.
- Perform customer service duties including assisting the public in person, via email and by telephone to explain and interpret City policies and procedures and answer questions related to utility accounts and billings; direct visitors, telephone calls and emails to appropriate City staff.
- Receive, code, verify and process incoming monies and payments for City related services including utility billings, permits, or other services as assigned; balance and reconcile cash drawers and accounts; process adjustments, transfers, notices, refunds as appropriate.
- Type and input a variety of accounting data into an assigned computer system.
- Receive, sort, date stamp and distribute mail.

- Communicate with City personnel, citizens, auditors and outside agencies to exchange information and resolve issues and concerns.
- Operate a variety of office equipment including a calculator, computer and assigned software including spreadsheets, databases and word processing; operate a cash drawer/register.
- Perform various clerical duties in support of assigned functions such as typing, filing, preparing routine correspondence, duplicating and distributing materials.

**OTHER DUTIES:**

- Perform related duties as assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands 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.

**Knowledge of:**

- Methods, procedures and terminology used in clerical accounting work.
- Financial and statistical record-keeping techniques.
- Modern office practices, procedures and equipment.
- Practices, procedures and techniques involved in the processing of accounts receivable and accounts payable.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Use and processing of purchase orders, invoices and related documents.
- Principles, practices and methods of customer service.
- Telephone techniques and etiquette.
- Operation of a computer and assigned software including spreadsheets, databases and word processing.
- Operation of a cash drawer/register.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Mathematical computations.

**Ability to:**

- Perform a variety of complex clerical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, payroll and purchasing.
- Evaluate and assure accurate processing, coding and verification of invoices.
- Assure accurate and timely payment of organizational financial obligations.
- Maintain accurate financial and statistical records.
- Assemble, organize and prepare data for records.
- Verify, balance and adjust accounts.
- Understand City practices, policies and procedures.
- Process and record accounting transactions accurately.
- Identify, investigate and resolve financial errors and discrepancies.
- Type and input data accurately.
- Compare numbers and detect errors efficiently.
- Accurately balance a cash drawer.
- Operate standard office equipment including a computer and assigned software including spreadsheets, databases and word processing.
- Receive, sort and distribute mail.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working and cooperative relationships with others.
- Add, subtract, multiply and divide quickly and accurately.

**Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED supplemented by college-level course work in accounting, bookkeeping or business.
- Two years clerical accounting or administrative/business experience including work with accounts payable functions.

**Licenses, Certifications and other Requirements:**

- N/A

**WORKING CONDITIONS:**

**Work Environment:**

- Indoor/Office environment.

**Physical Demands:**

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.