



POSITION DESCRIPTION
An Equal Opportunity Employer

Position:	Account Clerk	Job Code:	
Dept./Div.:	Clerk-Treasurer/ Accounting	FLSA Status:	Nonexempt
Reports to:	Clerk-Treasurer	Civil Service Status:	Classified
Subject to Recall:	Yes	Employment Status:	Full-time
EEO Status:	(06) Administrative Support	DOT/O*Net Code:	210.382-014
Employee Name:		Normal Work Hours:	

GENERAL DESCRIPTION:

Under general supervision of the Clerk-Treasurer and Deputy Clerk-Treasurer, and indirect supervision of Assistant Office Manager, calculates, posts, and verifies financial data for use in maintaining account records; assists with utility billing; compiles and sorts documents such as invoices, checks, etc.; substantiating business transactions; prepares reports, receipts, for all City payments, and other records; prepares reports, forms, and other records using computer; reconciles accounts and statements; assists counter customers and answers telephone inquiries; prepare checks if needed; maintains files; performs variety of related clerical tasks; provides and receives training and guidance with other account clerks; other office duties as required.

POSITIONS DIRECTLY SUPERVISED:

None.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive: Fold/insert machine; multi-line telephone, PC and related software (e.g., Microsoft Office, SSI, MITS, etc.), copy machine, fax, 10 key calculator, typewriter, postage machine, and other standard modern/business office equipment.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES (Order of importance may vary)

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- % (1) Analyzes and processes utility bills, changes in service, prepares reports, and other related materials, determines accuracy and validity and prepares invoices and remittances for receipt and disbursement of funds (e.g., verifies mathematical accuracy, etc.); reconciles discrepancies; verifies appropriation sources; may assist with payroll processing when



necessary (e.g., verifies employees' payroll, sick, vacation, personal leave or leave without pay; calculates adjustments regarding reclassification, promotion, demotion, longevity, step increases, tax withholding, health care, retirement; calculates and updates employee service time; may assist with processing unemployment claims; assists with worker's compensation if required; assists with any third party vendors as needed; balances cash drawer daily and prepares bank deposits of daily receipts; breaks down money received by revenue funds; reviews refund batches for accuracy; organizes data into logical sequence for input (e.g., organizes utility payments in numerical order; etc.); processes extension requests and lists on computer system; updates accounts with address changes as necessary; verifies deposit amounts with bank; marks files, forms, and reports for shredding, as appropriate; verifies validity of customers' checks and stamps checks for deposit; assists with accounts payable (entering purchase orders, coding data, entering invoices, and processing checks as well as reconciling outstanding checks and reconciling corresponding bank statement) as required; may assist with 1099s, W9s, tax exempt forms, and independent contractor forms; distribute financial reports as required; assists with other office duties as assigned.

Knowledge of: (102); (103); (109)*; (112); (251)*; (252); (257)*; (262); (263)*; (420); (422)

Skill in: (903); (905); (909); (910); (960); (966)

Ability to: (606); (633); (654); (701); (720); (779)

- % (2) Posts, updates and balances ledgers and journals for internal accounts (balances accounts on daily/weekly/monthly basis; reconciles internal accounts; etc.); verifies actual income against auditing report and identifies any accounting discrepancies; assists in training of lower-level account clerks: operates computer terminal to enter, produce, or verify information (adds penalty on accounts if necessary; posts daily cash-out; enters payments; balances all collections accurately; enters utility payments when necessary); enters miscellaneous payments in cashbook; maintains accuracy, confidentiality and security of all records; updates uncollectable accounts spreadsheet in computer yearly to assist the Clerk-Treasurer complete the GAAP Report; and other duties as required.

Knowledge of: (102); (103); (109)*; (251)*; (257)*; (263)*; (420); (422)

Skill in: (903); (905); (909); (910); (960); (966)

Ability to: (602); (633); (654); (702); (724); (779)

- % (3) Completes specialized forms; gathers and compiles material for reports; may prepare weekly billings, and/or biweekly, monthly, quarterly and/or annual reports on payroll; prepares, processes, compiles, updates, types, and submits forms and reports for areas including but not limited to: accounts receivable, payroll, accounts payable, or utility billing); specialize in customer service.

Knowledge of: (102); (103); (263)*; (420)



Skill in: (903); (905); (910)
Ability to: (602); (633); (657); (704); (723)

% (4) Performs variety of related clerical tasks (e.g., opens and sorts mail; composes and edits correspondence relative to assigned work; maintains files; operates equipment to generate typed reports and correspondence; answers telephone inquiries; greets customers; responds to or refers complaints; answers general inquiries within established guidelines; etc.): sets up new individual accounts; develops and maintains spreadsheets as required – Excel, Word, etc.; assists customers and taxpayers and answers telephone inquiries in courteous and professional manner on a daily basis; aids customers with utility questions and payments; counts money back to customer correctly; aids customers with utility connects and disconnects; explains when utility bills are due; explains final bill procedure; obtains forwarding addresses; assists in accounts receivable, accounts payable, payroll and utility billing as needed; assists with fixed assets, insurance, budgets, and other Clerk-Treasurer related functions as deemed necessary; secures money in safe when register is nearly full; types and proofreads correspondence; retrieves, opens, sorts, and distributes mail; records mail returned by the post office on accounts; moves files yearly to prepare for the new year’s batches; assists other clerks by answering questions when able; assists with records retention/documentation.

Knowledge of: (251)*; (252); (263)*; (420); (421); (422)
Skill in: (901); (903); (905); (908); (910); (960); (966)
Ability to: (605); (620); (633); (653); (654); (680); (684); (704); (724); (745); (748); (779)

(5) Maintains required licensures and certification, if any. Notary license preferred.

(6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(7) Demonstrates regular and predictable attendance.

(8) Attends training and staff meetings; shall generally be available for off-duty meetings, phone calls, and special assignments.

OTHER DUTIES AND RESPONSIBILITIES:

% Performs any other task assigned (e.g., documents primary job functions/responsibilities; fills in for other account clerks as needed; etc.).

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: (102) basic accounting; (103) bookkeeping; (109) city tax code*; (251) city policies



and procedures*; (252) government structure and process; (262) departments goals and objectives; (263) department policies and procedures*; (407) Ohio Revised Code as it pertains to income tax; (420) office practices and procedures; (421) English grammar and spelling; (422) records management.

Skill in: (901) typing; (903) data entry; (905) computer operation; (908) telephone console operation; (909) adding machine or calculator operation; (910) use of modern office equipment; (960) use or operation of Microsoft Office; (966) organization.

Ability to: (602) carry out instructions furnished in written, oral, or diagram form; (605) deal with problems involving few variables within familiar context; (620) adapt to changes in the work environment, manage competing demands, and deal with frequent change, delays or unexpected events; (633) add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; (653) prepare routine reports and correspondence; (654) prepare accurate documentation; (657) compile and prepare reports; (680) speak effectively before groups of customers or employees of organization; (684) communicate effectively; (685) be cross trained in department duties and cross train others in department duties; (701) read individual words; (702) read short sentences of basic vocabulary; (704) read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; (706) understand a variety of written and/or verbal communication; (720) arrange items in numerical or alphabetical order; (723) gather, collate, and classify information; (724) maintain records according to established procedures; (741) work with limited supervision; (745) develop and maintain effective working relationships; (748) employ proper telephone etiquette; (779) safeguard information of a sensitive or confidential nature.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education (high school diploma or GED) with college degree preferred plus additional experience as an account clerk; or equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

None.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Facility and Work Area:

City of Bryan Administration Building.

Physical and Environmental Characteristics:



The employee:

- Has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.).
- Is regularly required to stand, walk, and sit; uses hands to finger, handle, or feel; and talk or hear.
- Is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- Required to use close vision, distance vision, color vision, and adjust visual focus.
- Exerts up to ten (10) pounds of force occasionally (occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, pull, or otherwise move objects.
- Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.
- In cases of emergency, unpredictable situations, and/or department needs, the employee may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed my position description, and that I understand the contents of the position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)