

**City of Grass Valley
JOB DESCRIPTION**

**Account Clerk I
Account Clerk II**

Title: Account Clerk I/II

FLSA: Non-Exempt

Report To: A higher level supervisor or manager

Unit: 2, Classified

SUMMARY OF JOB PURPOSE

To perform a wide variety of responsible clerical accounting support duties involving the maintenance of financial and statistical records, processing of accounts receivable, accounts payable, business licenses, and utility payments; and to perform a variety of general clerical duties.

DISTINGUISHING CHARACTERISTICS

Account Clerk I – This is the entry level in the Account Clerk series. Positions in this class typically have little or no directly related work experience. The Account Clerk I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Account Clerk II – This is the journey level class in the Account Clerk series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level once the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of the work, and meets performance expectations. The City may designate positions at the I level permanently, based on duties, with no expectation of progression to the II level.

This class is distinguished from the Senior Account Clerk in that the latter performs the most difficult and responsible types of duties assigned to classes within the Account Clerk series and may provide technical and/or functional supervision over others.

SUPERVISION RECEIVED AND EXERCISED

Account Clerk I

Receives immediate supervision from a higher level supervisor or manager; may receive technical and/or functional supervision from a Senior Account Clerk.

Account Clerk II

Receives general supervision from a higher level supervisor or manager; may receive technical and/or functional supervision from a Senior Account Clerk.

ESSENTIAL FUNCTIONS (include but are not limited to listed tasks):

Account Clerk I

1. Perform clerical accounting duties involving the preparation and maintenance of accounts payable and accounts receivable.
2. Review invoices for proper extensions, taxes, discounts, and totals; verify items are correctly invoiced and billing is in compliance with City policies and procedures.
3. Maintain DUI payment agreements; receive and process payments.
4. Assemble, tabulate and maintain statistical and financial data.
5. Track, order and receive office supplies and office equipment.
6. Perform various routine clerical duties such as answering telephone, creating forms, typing memos and letters, receiving and distributing mail, and maintaining files.
7. Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
8. Perform related duties and responsibilities as assigned.

Account Clerk II

1. Receive, open, review and process business license applications; calculate and receive fees; follow up regarding payments; conduct month-end and year-end reporting.
2. Maintain various financial and/or statistical records requiring the use of independent judgment.
3. Receive and post payments; prepare deposits and total accounts to ledger or computer based spreadsheets; reconcile differences and prepare base documents for accounting staff.
4. Receive, review and research financial discrepancies.
5. Verify and maintain statistical and financial data.
6. Receive and process utility payments; receive, research and resolve billing questions and discrepancies.
7. Assign new water and sewer services to appropriate routes; review water turn on and turn off notices in accordance with administrative and collection procedures; identify and correct errors.
8. Receive and process Transient Occupancy Tax; perform month-end and year-end reconciliation; follow up for lack of payment; reconcile accounts and administer payment agreements.
9. Prepare claims for invoices; assign budget account numbers and prepare for review and authorized signature(s).
10. Process and solicit bids or quotes from vendors.

QUALIFICATIONS

To perform this job successfully, an incumbent must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Account Clerk I

Knowledge of:

1. Basic mathematic principles;
2. Modern office equipment and procedures including use of word processing and spreadsheet applications;
3. English usage, spelling, grammar and punctuation;
4. Principles of customer service.

Ability to:

1. Learn to perform a variety of clerical accounting duties;
2. Make accurate mathematical calculations;
3. Communicate clearly and concisely, both orally and in writing, for the public and City organization;
4. Maintain cooperative working relations with the general public and employees with an emphasis on customer service;
5. Follow oral and written instructions;
6. Operate a computer using word processing and business software and other office equipment;
7. Carry out the mission of the City and the Department maintaining adherence to the City's organizational values.

EDUCATION AND EXPERIENCE:

A typical way to obtain knowledge, skills and abilities to perform this job is:

1. Equivalent to completion of the twelfth grade and 2 years of general clerical experience, preferably including some financial and/or statistical record keeping.

Account Clerk II

In addition to the qualifications of the Account Clerk I:

Knowledge of:

1. Methods, practices, terminology, and procedures used in general and governmental accounting;
2. Principles and procedures used for financial and statistical recordkeeping;
3. Municipal accounting system requirements and procedures.

Ability to:

1. Independently and accurately perform mathematical calculations and accounting clerical duties;
2. Accurately count, record and balance assigned transactions;
3. Interpret, apply and explain City municipal codes, policies and procedures;
4. Research and respond to inquiries related to financial accounting records and processes;
5. Independently prepare letters and correspondence;
6. Recognize, prioritize and accomplish assigned tasks;
7. Maintain financial records and prepare financial and statistical reports.

EDUCATION AND EXPERIENCE:

A typical way to obtain knowledge, skills and abilities to perform this job is:

1. Equivalent to completion of the twelfth grade and 2 years of experience similar to Account Clerk I with the City of Grass Valley.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Must have a valid State of California Class C Driver's License with an acceptable driving record to attend meetings, training, or classes.
2. Pass appropriate background check prior to hire date (due to cash management and handling).

LANGUAGE SKILLS

Ability to read, write and communicate in English at a level required for successful job performance. Effectively present information and respond to questions from managers, employees, and the general public.

MATHEMATICAL SKILLS

Ability to use and understand basic mathematical concepts such as: adding, subtracting, multiplying, dividing, simple fractions and percentages.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form; analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions; and interpret an extensive variety of regulatory or technical instructions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job the employee is regulatory required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold and manipulate office equipment and talk and hear. The employee is occasionally required to carry up to 25 pounds alone. The employee may occasionally be required to stoop, crawl, crouch, balance or climb short distances. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aides.

WORKING ENVIRONMENT

The work environment is typical of an office setting with associated noise from office equipment, building HVAC, adjacent roadway activity and other employees.

GENERAL

The City reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.