



FINANCE CLERK I/II

DEFINITION

To perform responsible clerical accounting work involved with billing and collection of utility bills; the maintenance and review of financial and statistical records; the entry of data processing; and/or assisting in the preparation and maintenance of payroll and related records.

DISTINGUISHING CHARACTERISTICS

Finance Clerk I: This is the entrance level for clerical accounting employees. Employees in this class normally work under close and continuous supervision performing a group of repetitive or closely related duties according to established procedures. Finance Clerks I are normally considered to be on a training status and, as assigned responsibility and breadth of knowledge increase with increased experience, may reasonably expect their positions to be reassigned to the next higher class of Finance Clerk II.

Finance Clerk II: Positions in this class are normally filled by advancement from the lower grade of Finance Clerk I, or, when filled from the outside require prior responsible clerical accounting experience. A Finance Clerk II works under general supervision and, within a framework of established procedures, is expected to perform a variety of accounting duties with only occasional instruction or assistance.

SUPERVISION RECEIVED AND EXERCISED:

Receives immediate supervision from higher level personnel. The Clerk II may coordinate the work of persons within the Finance Clerk I class.

EXAMPLES OF DUTIES The following are typical illustrations of duties encompassed by the job series, but are not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Prepare and process utility bills; collect payments over the counter and through the mail; balance cash drawer and prepare deposits; and process delinquent accounts;

Set-up and maintain accounts on a computerized accounting system.

Prepare or assist in the preparation of a variety of financial and statistical reports as assigned.

Process accounts payable for the City; input purchase orders and blanket purchase orders to be paid into computer system; enter and verify invoices for payment; prepare and print claim report and distribute to City departments/divisions.

Process various transactions involving accounts payable, payroll, general ledgers and accounts receivable.

Assist customers over the counter with respect to utilities billings, opening/closing accounts, problems, etc.; respond to citizen complaints and/or inquiries, referring more complex issues to higher level of authority as appropriate.

Print and mail out renewal notices, delinquent notices, billings changes, etc.

Review and check records, forms, and other documents for accuracy, completeness and conformance to rules and regulations.

Post a wide assortment of information to records.

Process fixed asset requests, invoices and purchase order disbursements.

Input a variety of data to computerized record keeping/data processing systems; maintain computerized and/or manual files of correspondence, records, and other documents as assigned.

Receive, sort, and distribute in-coming and out-going mail as assigned.

Order and maintain supplies.

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Basic methods, terminology and practices of financial record keeping.

Modern office practices and procedures.

Ability to:

Learn accounting principles and practices.

Learn federal, state, and local regulations and ordinances.

Understand and follow both oral and written instructions.

Operate standard office machines/equipment including calculator, computer terminal, etc.

Perform mathematical calculations with speed and accuracy.

Transfer/post financial data accurately.

Type accurately at a speed sufficient for successful job performance.

Communicate clearly and concisely, in both oral and written form.

Perform a variety of processing/record keeping clerical functions.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Experience and Education:

Any combination equivalent to the experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical manner to achieve the knowledge and abilities would be:

Education:

Equivalent to a high school diploma.

Experience:

One year experience performing clerical or accounting support work.

Finance Clerk II

In addition to the qualifications of Finance Clerk I:

Knowledge of:

Principles and practices of financial record keeping.

Municipal accounting system requirements and procedures.

Specialized accounting function such as accounts receivable, accounts payable, utility billing, or payroll.

Ability to:

Provide training on various aspects of accounting transactions, including purchasing and coding requirements.

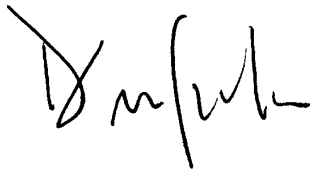
Work in an independent manner.

Verify and code financial statements, invoices, and reports as assigned.

Experience and Training:

Experience:

One year experience performing duties comparable to those of an Finance Clerk I in the City of Woodland.



Human Resources Manager

Council Action: July 15, 1997