

City of Florence
Accounting Clerk I

DEPARTMENT: Finance
DATE: November 2012
CLASSIFIED: Regular
POSITION STATUS: Non-Exempt

REPORTS TO: Assistant Finance Director
SALARY RANGES: DOE \$2,063 - \$2,860
\$11.90 - \$16.50 per hour

PURPOSE OF POSITION: Perform a variety of basic accounting and clerical tasks primarily related to accounts payable and receivable.

ESSENTIAL JOB FUNCTIONS:

Primary tasks are in two areas within the finance department; accounts payable and accounts receivable. Secondary function is to assist in cashiering and/or utility billing duties as assigned.

Perform accounts payable duties; match vendor invoices and authorizing documents; verify quantities and prices billed; investigate invoice discrepancies and notify appropriate department of problems; enter invoice data into the automated financial system, verifying that charges are for the proper account; print checks; attach back up materials and forward for signature; distribute signed checks to vendors or department heads; maintain all accounts payable records to ensure appropriate audit trail.

Perform accounts receivable duties; periodically or as required, prepare invoices for monies owed to the City for services and grant reimbursements, distribute invoices and collect and balance payments. Enter accounting data necessary to maintain assessment files, create reports, and billings for assessments and liens. Balance assessments subsidiary ledger and calculate interest and principal amounts due. Update liens with Lane County.

Process and balance cash receipts and prepare funds for deposit daily.

Assist utility department personnel as workload and staffing levels dictate.

Follow all safety rules and procedures established for work areas. Maintain work areas in a clean and orderly manner.

Represents the City of Florence by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regard everyone, internal and external, as a customer and deliver the best service possible in a respectful and patient manner.

Serves as a member of various City committees as assigned.

Maintains regular job attendance and adherence to working hours.

QUALIFICATION REQUIREMENTS:

- Basic bookkeeping and accounting principles particularly as applied to governmental accounting.
- Spreadsheet applications and word processing software programs.
- Modern office practices and procedures including business English, spelling, composition, and arithmetic.
- Advanced ability to use computers, keyboard, word processing and spreadsheets and other application software as required for the position.
- Demonstrated skill to proficiently operate standard office equipment, including ten-key adding machine, copier, scanner, printer and computer.

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QUALIFICATION REQUIREMENTS, continued:

- Accurately post and check financial data.
- Interact harmoniously with co-workers, auditors, public officials, other agencies, and the public.
- Strong ability to apply excellent internal and external customer service skills.
- Ability to pass a background and/or criminal history check.

EXPERIENCE AND TRAINING: High School Degree or GED, and a minimum of one year of bookkeeping experience, preferably in a governmental or not-for-profit organization or any satisfactory combination of experience and training which demonstrates the ability to perform the above duties.

DESIRABLE ADDITIONAL QUALIFICATIONS: Knowledge of specific work processes and accounting software utilized within the department. Possession of a valid driver's license. Notary certification.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools, or controls. Physical demands on the position generally involve moving materials weighing up to 10 pounds on a regular basis. Character and flow of duties involve manual dexterity and coordination for the operation of computers and calculators.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work environment is typical of most office environments. Regular focus on computer screen and regular use of keyboard and mouse. Occasional dealings with distraught or difficult customers.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position.

SUPERVISION RECEIVED: Works under the general supervision of assigned supervisor or department director who reviews work through periodic review and discussion.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER WORK AS NECESSARY.