

**Classification Description: Account Clerk I**

**Reports to:** Finance Director or Assistant Finance Director

**General Purpose**

Performs varied bookkeeping and accounting support duties. This position is distinguished from the Account Clerk II position by the performance of the more routine tasks and duties assigned and is not expected to perform with the same level of independence on matters related to established procedures and guidelines.

Individual may perform varied bookkeeping and accounting support duties to maintain accounting and related records; records and processes various standard accounting procedures including accounts payable, payroll, accounts receivable, journal entry, medical and utility billing, and cashiering functions.

**Classification Summary**

The principal function of an employee in this class is to perform specialized accounting duties to ensure an accurate process of accounting activities on a Citywide basis through the Finance Department. The nature of the work requires that the incumbent is detail oriented and able to independently perform standard financial record keeping tasks involving accounts payable, payroll, accounts receivable, billing, and cashiering. Account Clerks are cross-trained in various aspects of the Finance Department's responsibilities and are expected to learn several unique programs for data entry and account management. Proficiency in word processing and spreadsheet programs is required. Work is performed with limited supervision.

**Essential Duties and Responsibilities**

*Performs duties and responsibilities commensurate with assigned function area which may include a combination of the following tasks:*

Prepares invoices for payments and monitors purchasing system; checks invoices for accuracy and contacts purchase originator to explain what information is needed; checks information on vendor statements for accuracy; contacts vendors to clarify or request information; processes documents for payment; prints checks and vouchers; verifies check information before mailing out to vendors.

Performs water/sewer billing using specialized software program; coordinates electronic meter reading system; enters customer data into fields to add new customers or change existing data; answers customer questions about readings, new services, shut-offs, rates, and delinquent accounts; generates reports and prints bills.

Processes City payroll; maintains employee compensation and benefit data; checks employee time sheets for accuracy and conformance with personnel policies and union contracts; distributes, explains, checks for accuracy and processes Personnel Action Forms.

**Essential Duties and Responsibilities (cont.)**

Performs cashiering and customer service duties by receipting payments from departments, customers, and the mail; follows appropriate safeguards for cash, checks or other valuables; provides assistance to the public in a pleasant and courteous manner; balances cash drawer according to procedures and prepares deposits according to bank specifications.

Performs daily and month-end processing for department receipts and deposits in area of assignment and reconciles with daily journals, subsidiary ledgers and general ledger; prepares bank reconciliations for all city accounts.

Processes business license applications and quarterly business & occupation tax returns.

Processes work in a manner that results in a complete and evident audit trail; prepares comprehensive and accurate documentation of transactions and adjustments; maintains files in a timely and complete manner and ensures that all documentation is filed appropriately and is accessible as required.

Maintain positive customer relationships by providing prompt and appropriate responses to inquiries/issues/concerns; follows through with respect to commitments and corrections; provides customer with confirmation of actions taken; refers matters outside personal scope of authority to appropriate individual(s).

Enters data in manual and computerized accounting system(s) to process transactions relative to assigned functions in a timely, comprehensive and error-free manner; updates data by executing appropriate corrections, additions, and deletions; balances and/or reconciles transactions, accounts and/or data entry in accordance with standard practice.

Assists with preparation of public meeting minutes and agendas; maintain official records of City council action; update City code books with ordinance and resolution changes; prepares public notification and advertising as needed.

Processes payments and billings for cemetery and ambulance operations. Maintains account records and balances subsidiary ledger postings to general ledger.

**Other Job Functions:**

- Responds to a variety of departmental and public requests for information in person, by phone or by mail.
- Answers the City's phone system and routes questions to appropriate department personnel.
- Issues petty cash payments and makes change for other departments.

## **Knowledge, Skills and Abilities**

**Communication:** Requires positive relationship skills, business acumen, and customer relations attitude. Must be able to communicate effectively with officials, public and other employees with tact, discretion and courteous attitude. Requires effective oral and written communication skills.

### **Knowledge Requirement**

- ◆ Knowledge of bookkeeping practices, techniques and terminology, including accounting fundamentals relating to debits/credits and their relationship to the General Ledger.
- ◆ Proficiency in use of spreadsheet and word processing applications.
- ◆ Correct English usage, grammar, spelling, punctuation and vocabulary.
- ◆ Accounting practices relating to the proofing and balancing of accounts, transactions and/or data entry.
- ◆ Cashiering and proper cash handling procedures and practices.
- ◆ Modern office procedures, practices and equipment including the use of e-mail for communication.
- ◆ Telephone techniques and etiquette.

### **Ability To:**

- ◆ Use automated systems and operate software programs at an acceptable level of proficiency.
- ◆ Perform arithmetic computations accurately and quickly.
- ◆ Work under pressure and/or continual interruptions, prioritize work and meet deadlines with an immediate and flexible nature.
- ◆ Understand the importance of confidential information and handle it in an appropriate manner.
- ◆ Work independently with little direction.
- ◆ Understand complex written and oral instructions.
- ◆ Gain and apply knowledge of daily operating procedures, internal control standards, processes and procedures as they relate to the assigned function.
- ◆ Operate standard office equipment such as calculator, typewriter, numeric keypad, copier, multi departmental cash register; fax machine and computer equipment.
- ◆ Comply with documentation standards relative to the assigned accounting function.
- ◆ Interpret, apply and explain rules, regulations, policies and procedures.

### **Minimum Education and Experience Requirements**

Graduation from a two year college or university program related to business or accounting is preferred but not required.

Two years of related work experience, which includes accounting transaction processing, cashier and treasury functions, and computer processing. Experience must be completed within the previous five years of application.

### **Other Requirements**

Possession of a valid Washington State driver's license.

Must be bondable.

Must pass test exhibiting above requirements and abilities.

### **Physical Demands/Work Environment**

Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and repeated use of hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. Some functions require sitting or standing for extended periods of time.

The employee may be required to push, pull, lift, and or carry up to 10 pounds.

The noise level in the work environment is usually moderately quiet.

### **Hazards**

Contact with potentially dissatisfied or abusive individuals.

### **FLSA Designation**

Non-exempt

### **Salary Range**

Range 40

*The duties listed above are intended only as illustrations of the various types of work that may be performed; The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employee and employer and is subject to change by the employer as the needs of the employer and requirements of the job change.*