

CITY OF EASTVALE



ACCOUNT CLERK (Part-time)

DEFINITION

Under general supervision of the Finance Director, to assist in performing a variety of routine and responsible customer service functions including receiving payments, checking account and application information; to explain procedures by telephone and in-person; to perform clerical work in connection with the City's financial record keeping; and to perform related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Finance Director, City Manager, or City Manager designee.

ESSENTIAL FUNCTIONS

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

1. Maintains various ledgers, registers, journals, and logs according to generally accepted accounting principles.
2. Assists with billing, cashiering, accounts payable, accounts receivable, purchasing, permits, and other department functions, as assigned or required.
3. Performs various financial tasks, including: preparing financial and statistical reports; making bank deposits; processing checks; preparing checks; reconciling ledgers and reports; counting and distributing petty cash; posting charges and credits to various accounts, or projects.
4. Responds to the public, in person, by telephone, or by e-mail.
5. Performs various general clerical duties, such as: maintaining files, records and supplies; retrieving and filing of records; processing business registrations.
6. Conducts various cross-training with other clerical functions to cover the duties of other office staff during absences, as needed.
7. Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
8. Performs related duties as assigned.

EXPERIENCE, TRAINING, AND LICENSE

Any combination of experience and training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

Qualifications:

Graduation from high school or satisfactory equivalent, supplemented by college level coursework in accounting or related field, and one year of general or accounting clerical experience, including some statistical or financial record keeping. Municipal accounting experience preferred.

License/Certificate:

Possession of a valid Class "C" California driver's license and a satisfactory driving record.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

General accounting and financial record keeping practices; procedures, methods, and office equipment used in statistical record keeping; principles, methods and practices of accounts receivable, accounts payable, and customer account record keeping work; customer service practices and business communications techniques; safe work methods and safety regulations.

Ability to:

Perform routine clerical, financial record keeping; make arithmetic calculations quickly and with accuracy; operate a computer using word processing and spreadsheet software; type accurately at a speed necessary to meet the requirements of the position; organize, set priorities and exercise sound judgment within areas of responsibility; work independently; handle a high volume of customer questions and concerns in person and by telephone; communicate clearly and effectively orally and in writing; understand and follow written and oral instructions; prepare clear, accurate and concise financial records and reports; establish and maintain effective working relationships with City Manager, management, staff, the public, and others encountered in the course of work; provide excellent customer service; skillfully and safely operate a motor vehicle when required in the course of performing work duties.

SPECIAL REQUIREMENTS

Ability to attend special City events including weekends, evenings and holidays, as required.

Ability to attend night meetings and work extended hours, as needed and/or required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, the employee is constantly required to sit and frequently stand, walk, talk and hear, both in person and by telephone; use hands or fingers to handle, touch, or operate standard office equipment; and reach with hands and arms. The employee occasionally reaches for item above or below desk level, and lifts and carries records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Travel by vehicle while conducting City business.

Mental Demands:

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; exercise sound judgment in the absence of specific guidelines; establish priorities and work on multiple assignments and projects concurrently; meet intense and changing deadlines given continual interruptions; and interact appropriately with staff, management, City officials, Boards, Commissions, contractors, consultants and others encountered in the course of work.

WORKING CONDITIONS

The employee typically works in an office environment. Non-traditional work hours may be required in order to accommodate the City's needs including attendance at City Council meetings, special City events, and other related matters. These hours may include, but are not limited to: weekends, evenings and holidays. Occasional driving is required to attend special meetings at various City facilities, training sites, and public and private events.

FLSA STATUS

This is a non-exempt classification.