

SENIOR ACCOUNT CLERK

DEFINITION

Under general supervision, to perform responsible clerical work in connection with keeping or reviewing financial records; to advise subordinate account clerks on detail; and to do related work as required.

DISTINGUISHING FEATURES OF THE CLASS

This class exhibits a great amount of skill, knowledge and abilities required in the performance of assigned tasks, specifically the ability to assist other administrative staff with various situations in a training capacity. Positions in this class are expected to respond to issues with confidentiality and to operate independently with minimal supervision.

SUPERVISION RECEIVED OR EXCERCISED

Direction is provided by the Finance Manager. Assignments may include technical and functional supervision by other Department Directors.

EXAMPLES OF DUTIES

Opens, verifies, balances and adjusts accounts; maintains current and accurate financial records by balancing cash and daily receipts, accepts and posts customers payments into computer; stores and monitors daily records for future use; provides customer service by responding to customer inquiries and complaints; assists in maintaining current accounts by preparing utility billings and register; conducts preparation for water billings by recording water meter readings; handles business licensing by determining business category and setting up the account; monitors and updates business licensing; reviews and monitors account records for transient occupancy tax; performs special projects or tasks as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- The principles and practices of financial record keeping including bookkeeping;
- Journal and ledger account systems;
- Methods, procedures and practices of modern office and accounting work;
- Municipal government and interrelationship between City departments, as well as working cooperatively with outside agencies.

Ability to:

- Handle multiple tasks at the same time;
- Operate computers and other office equipment;

- Use initiative and judgment in discussing problems with the public involving office practices and policies;
- Compose letters from general oral and written instructions;
- Supervise the work of others;
- Establish and maintain effective relationships with other employees and the public.

EXPERIENCE

Five years of responsible office and accounting experience with at least one year in the Account Clerk/Water Billing Position.

EDUCATION

Equivalent to graduation from high school, preferably including, or supplemented by, courses in bookkeeping or financial record keeping.