

May 1997

## FINANCE CLERK

### Job Description

#### RELATIONSHIPS

REPORTS TO:	Accountant
INDIRECT SUBORDINATE STAFF:	None
DIRECT SUBORDINATE STAFF:	None
OTHER INTERNAL CONTRACTS:	Employees in division/department; Employees in other division/departments
EXTERNAL CONTACTS:	Members of the general public; Employees at to other companies, agencies or organizations.

#### SUMMARY STATEMENT

Under the supervision of the Accountant, performs a variety of clerical tasks involved in maintaining City's financial or statistical records. May perform utility billing, payroll processing, accounts payable or accounts receivable/business licenses with certain additional miscellaneous duties as assigned.

#### TYPICAL DUTIES/TASKS/RESPONSIBILITIES

##### A. Utility Billing

Print and mail regular and special water, sewer, refuse bills, including utility users tax.

Create spread sheets for department

Bill drainage maintenance fee twice a year

Add, maintain, process, make adjustments to and discontinue utility customer accounts, drainage maintenance fee accounts, and drainage meter fee.

Process and coordinate water, sewer and refuse turn-ons, turn-offs, deposits, deposit refunds, re-reads, and meter change outs

TYPICAL DUTIES/TASKS/RESPONSIBILITIES Cont.

Coordinate work with the water meter reader.

Communicate with customers regarding leak adjustments and refuse adjustments on utility bills and other billing issues.

Respond to customers regarding utility billing and drainage maintenance fee, including\_ making payment arrangements, providing account histories.

Process delinquent utility accounts.

Maintain utility billing files.

Prepare report of Jacoby Creek Water District.

Prepare water billing routes and download to and upload from handheld units.

Upload and process information from garbage company.

Inspect billing batches and correct errors.

B. Accounts Payable

Review documents and authorization for payment for accuracy.

Write checks for accounts payable and post amounts paid to city accounting records.

Communicate with Assistant Purchasing Agent and department staff regarding undocumented bills.

Monitor accounts payable.

Respond to vendors regarding payments.

Maintain accounts payable files

Issue 1099 forms.

TYPICAL DUTIES/TASKS/RESPONSIBILITIES Cont.

C. Accounts Receivable

Write bills for amounts due to City, process transient occupancy tax.

Collect and post amounts received to accounts receivable records

Process delinquent accounts through small claims court action and collection agency.

Respond to inquires regarding accounts receivable.

Monitor accounts receivable, judgments, unpaid utility bills, and follow-up on unpaid accounts.

Maintain accounts receivable files

Reconcile statements from collection agency.

D. Business Licenses

Add, maintain and discontinue business license accounts

Bill for business licenses fees due to City once a year.

Collect and post amounts received to business license records.

Communicate with business owners who need to apply for a business license, have not paid, or seek information about the process.

Monitor accounts and information on applications

Maintain business license files.

Issue renewal licenses.

Compile list of types of businesses upon request.

Submit report to State Board of Equalization

TYPICAL DUTIES/TASKS/RESPONSIBILITIES Cont.

E. Payroll

Set-up new employees & change employee information as needed on computer and in hard file.

Review timesheets for accuracy.

Communicate any problems or errors to supervisor or the Assistant to the City Manager.

Post time sheet information to computer program

Print paychecks, send electronic transfers and other distributions.

Produce and reconcile various reports, including bi-weekly, quarterly, and annual reports for federal, state, general ledger, hours worked, benefit and deductions, work study, and worker's compensation.

Maintain employee computer records and hard copy files.

Reconcile and make payments for retirement, health and welfare, deferred compensation, EDD, and IRS.

Distribute paychecks with other information as requested by the Assistant to the City Manager.

Reconcile & prepare W-2's and magnetic media for reporting to Social Security & State.

Complete payroll related surveys and needed.

F. Miscellaneous Duties

Substitute for Finance Office Cashier/Clerk Typist (operating switchboard, mail sorting, cash register, issue dog and business licenses, accept and process utility payments.

Prepare bank deposits

mid Prepare various accounting information and statistical reports for year-end, budget, year and other times as needed.

### TYPICAL DUTIES/TASKS/RESPONSIBILITIES Cont.

Count parking meter money.

Provide audit support as needed.

Post daily cash receipts to accounting records.

Count and reconcile daily cash drawer.

Assist in development of operational finance procedures

Process outgoing/incoming mail.

Troubleshoot office PC's, install programs on PC's.

### TYPICAL KNOWLEDGE/SKILLS/ABILITIES

Knowledge of operational finance procedures pertaining to tasks assigned.

Knowledge of procedures to collect delinquent accounts.

Knowledge of City policies and procedures pertaining to tasks assigned and State and Federal regulations.

Knowledge of posting to accounts using computer program.

Knowledge of methods of filing, both manually and with computer.

Oral communication skills on a one-to one basis with customers at counter and/or the telephone, business and organizational representative, and with persons who are complaining, in a claims court setting.

Skill to add, subtract, multiply, divide, and calculate percentages.

Writing skills to write bills, accounting information, forms and short correspondence.

Reading skills to understand instruction manuals, procedure manuals, letters.

Typing skills for both computer and typewriter.

Computer skills for data entry, generation of bill, generation of checks, generation of reports and posting to accounts.

Skill to operate switchboard to receive and transfer calls.

TYPICAL KNOWLEDGE/SKILLS/ABILITIES Cont.

Public relations skills in communicating with citizens and organizational representatives.

Interpersonal relations skills in communicating with other employees in department and other departments and coordinate work with others.

Organizational skills to organize accounts, numbers, files, daily work activity.

Ability to work independently and to meet deadlines.

Ability to learn new operational finance techniques.

Computer skills needed to operate word processing, spreadsheets, set-up, maintain, and use databases, communications programs for accessing internet and file transfers.

Knowledge of DOS and Windows operation systems.

Repair skills to maintain and upgrade PC hardware and peripherals systems

Knowledge of IBM AS/36 mainframe to run console, back-ups, maintenance, answering message flags.

OTHER REQUIREMENTS

Must have a valid California's Drivers License.

Willing to work lunch period.

Willing to comply with clean, neat grooming standards.

MACHINE/TOOLS/EQUIPMENT

Telephone, adding machine, typewriter, cash register, postage machine, computer, switchboard, duplication machine, computer/printer (including mini, PC, and handheld), bursting machine, coin counter.

PHYSICAL REQUIREMENTS

Seeing, hearing, speaking, stoop/reach, use of hands/fingers, lift and carry up to 60 pounds.