



Position Classification:

Accounting Clerk I, II AND III (Administrative Specialist)

COVID 19 VACCINATION IS REQUIRED

Ability to communicate effectively in English is required.

Class Title: Accounting Clerk /Administrative Specialist- I, II, III

Department: Various

Division: NA

Date: October 1st, 2022

IMPACT: To provide consistent, accurate and professional administrative, accounting and community economic development support to management staff to allow them to meet goals and objectives.

Job Code Number:

Grade Number:

Union: Teamsters Local 763

Location: City Hall

GENERAL PURPOSE:

Provides a variety of routine and complex clerical, secretarial, technical, accounting and administrative work in various departments of the City.

SUPERVISION RECEIVED: Works under the general supervision of assigned supervisor.

SUPERVISION EXERCISED: Minimal.

ESSENTIAL DUTIES AND RESPONSIBILITIES FOR I, II AND III- Under the direct guidance of a Supervisor:

CUSTOMER SERVICE

1. Staff the main City Hall counter, providing the first point of contact for the public, and direct citizens to the appropriate department or individual.
2. Receives telephone calls and citizen visits concerning utility billings or services; handles questions and matters of a more technical nature; responds to citizen complaints.

ADMINISTRATIVE SUPPORT

3. Provide administrative support to staff and elected officials as assigned
4. Assists in the maintenance of official City records and public documents, catalogs and files city records.
5. Coordinates the mailing function; picks up and distributes mail as needed.
6. Assists with the maintenance and stocking of the central office supply system.
7. Assists the City Clerk with providing public records and information to citizens, civic groups, and other agencies as requested.
8. As needed, assists with the coordination and issuance of a variety of municipal licenses and permits, including but not limited to business, animal, and various regulatory licenses as assigned in accordance with applicable city ordinances and other regulations.
9. Provides record management assistance to department heads for a variety of building and land use related permits as needed.

10. Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

ACCOUNTING SUPPORT

11. Assist in prompt and accurate billing of City Utility Billing
12. Performs cashiering and reception duties as needed.

ADDITIONAL DUTIES FOR II- under direct guidance of a supervisor:

CUSTOMER SERVICE

1. Assist with public events including press conferences.
2. Prepare logistics for council, boards and ad-hoc meetings.

ADMINISTRATIVE

3. If assigned, assist with matters relating to operation of the Carnation cemetery.
4. Prepares correspondence for City officials and assists in coordinating meetings and travel plans.
5. Assemble council items for regular and special meetings.

ACCOUNTING

6. Assists in processing claims and vouchers for payment, and verification of account codes. Assists in the preparation of monthly, quarterly, and annual taxes and reports.
7. Assists in maintaining a daily cash balance and balancing cash on hand against receipts; Assists in preparing and balancing deposits.
8. Prepares periodic utility, financial, statistical or operational reports as assigned.
9. Processes meter reading data; prepares and mails utility bills; maintains current customer account files; assists in reconciling utility billing activity with the general ledger.

ADDITIONAL DUTIES FOR III- Along with mastering levels I and level II, with little to no supervision provide the followings support:

CUSTOMER SERVICE

1. Attend regional meetings on behalf of the City.
2. Represent City at local networks
3. Produce public education and information materials.

ADMINISTRATIVE

4. Train staff.
5. Produce protocols and policies to guide operations.
6. Staff assigned City related meetings including preparation, minutes and assist in public documentation management. This will include City Council or other City boards and commissions.
7. Prepares correspondence for City officials and assists in coordinating meetings and travel plans.
8. Assists in the maintenance of permanent records, including minutes, ordinances, resolutions and city code.

ACCOUNTING

- 9. Support the Financial and Operations Committee.
- 10. Lead sections of the annual audit.
- 11. Independently produce periodic financial reports for the City Manager’s Office.

DESIRED MINIMUM QUALIFICATIONS:

	EDUCATION and EXPERIENCE:	DESIRED SKILLS
CLERK/ADMIN I	<p>(A) Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing, and</p> <p>(B) One (1) year of increasingly responsible related experience.</p>	<p>(A) Proficiency with all applications of the MS Office Suite, to include but not limited to Word, Excel, Outlook, Access, Publisher & Power Point. Experience with Share Point beneficial.</p> <p>(B) Basic knowledge of HTML/Website content management applications beneficial.</p> <p>(C) Excellent customer service skills, including in person and on the telephone. Ability to handle difficult customers with tact and courtesy.</p> <p>(D) Excellent communication skills, including the ability to communicate effectively verbally and in writing.</p> <p>(E) Ability to work under pressure or under conditions where interruptions are frequent.</p> <p>(F) Ability to multitask effectively.</p>
CLERK/ADMIN II	<p>(A) Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing, and</p> <p>(B) three (3) years of increasingly responsible related experience, prior municipal experience preferred, or</p> <p>(C) any equivalent combination of education and experience.</p>	<p>(A) Proficiency with all applications of the MS Office Suite, to include but not limited to Word, Excel, Outlook, Access, Publisher & Power Point. Experience with Share Point beneficial.</p> <p>(B) Proficiency with municipal software required prior to end of probationary period.</p> <p>(C) Basic understanding of BARS and public sector, cash basis accounting.</p> <p>(D) Working knowledge of State records retention policies and practices (LGRRS).</p> <p>(E) Basic knowledge of HTML/Website content management applications beneficial.</p> <p>(F) Excellent customer service skills, including in person and on the telephone.</p>

		<p>Ability to handle difficult customers with tact and courtesy.</p> <p>(G) Excellent communication skills, including the ability to communicate effectively verbally and in writing.</p> <p>(H) Ability to work under pressure or under conditions where interruptions are frequent.</p> <p>(I) Ability to multitask effectively.</p>
CLERK/ADMIN III	<p>(A) Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing, and</p> <p>(B) Six (6) years of increasingly responsible related experience</p> <p>(C) Special certifications or licenses in administrative support such as project management, publisher, MS suite and others.</p>	<p>(a) Certification of Proficiency with all applications of the MS Office Suite, to include but not limited to Word, Excel, Outlook, Access, Publisher & Power Point.</p> <p>(b) Certification of Share Point proficiency and</p> <p>(c) Proficiency with municipal software used for financial management.</p> <p>(d) Full and thorough understanding of BARS and public sector, cash and or accrual basis accounting.</p> <p>(e) Mastery of State records retention policies and practices (LGRRS).</p> <p>(f) Mastery of HTML/Website content management applications beneficial.</p> <p>(g) Proven recognition of excellent customer service skills.</p> <p>(h) Excellent communication skills, as evidenced by written reports and oral reports to Council and CMO.</p> <p>(i) Proven ability to work under pressure or under conditions where interruptions are frequent.</p> <p>(j) Proven ability to multitask effectively.</p>

CONDITIONS OF EMPLOYMENT

- Valid Driver’s License
- COVID 19 Vaccination
- Clean Credit Report
- COVID 19 Vaccination

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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 employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____

Appointing Authority

Effective Date:

Revision History: