

City of Morrow

Job Description

JOB TITLE: Accounting Clerk I

STATUS/GRADE: Non-Exempt / 16

DEPARTMENT: All

JOB SUMMARY: Under the general supervision of an assigned department head, this position performs a variety of routine and complex, responsible and confidential administrative, financial and customer service functions requiring a thorough knowledge of organizational procedures and policies. Duties may include Sanitation billing, payroll, accounts receivable, accounts payable, cashiering, general accounting, record keeping and customer service.

MAJOR/ESSENTIAL DUTIES:

- *Commercial and residential Sanitation billing, payment postings and reconciliations.*
- *Manages miscellaneous accounts receivable; works with delinquent accounts to encourage payment and arranges payment schedules; calls customers and advises on final cut-off notice and prepares collections letters.*
- *Handles visitors, customers, and co-workers inquiries in-person, telephone, and email communication.*
- *Researches, compiles and analyzes data and prepares written reports as needed for assigned area of responsibility.*
- *Documents transaction entries and maintains appropriate computer database and other confidential computer programs.*
- *Accurately handles cash transactions in accordance to City policies and procedures.*
- *Provides assistance to department staff and departments in the reconciliation of revenue recognition and tax forms.*
- *Post journal entries, accounts payable invoices, print checks and assist in bank reconciliations.*
- ***Other duties as assigned and needed.***

KNOWLEDGE/SKILLS REQUIRED BY THE POSITION:

- *Modern Office methods and procedures*
- *WORD, EXCEL and general office equipment and filing systems.*
- *Correct English usage, grammar, spelling and punctuation.*
- *Report writing techniques.*

- *Ability to learn, interpret and apply City of Morrow policies, Ordinances, rules and regulations.*
- *Ability to communicate all City of Morrow policies, Ordinances, rules and regulations to citizens, business owners, and the general public.*
- *Ability to perform administrative clerical & financial duties requiring independent judgment with speed and accuracy.*
- *Must be able to type and create reports with reasonable speed and accuracy.*
- *Must courteously answer questions in person and over the telephone.*
- *Must be able to communicate effectively with all segments of the community and City of Morrow management and staff.*
- *Must be able to compose inter-office and customer correspondence.*
- *Must be able to maintain confidential information.*
- *Must be able to follow instruction as given by immediate supervisor.*

SUPERVISORY CONTROLS: *This position is under the direct supervision of an assigned department head.*

GUIDELINES: *This position uses a variety of guidelines including City policies and procedures, precedents, City Charter, laws, general accounting, and other routine and complex rules and regulations.*

COMPLEXITY: *This position duties range from routine to complex in nature. This position must be able to review data and make determinations on the appropriate actions based on the guidelines available. This position must be able to make determinations using independent judgment quickly and accurately.*

SCOPE AND EFFECT: *Requires the ability to compare and/or judge the readily observable, functional, financial, structural, or compositional characteristics of data, people, or things.*

PERSONAL CONTACTS: *Typically contacts will be the public, local business owners/Managers, City residents, and City Staff.*

PURPOSE OF CONTACTS: *This position must be able to deal with contacts for the purpose of giving and receiving information, and payment of services.*

PHYSICAL DEMANDS: This work is typically performed while sitting at a desk with intermittent standing, walking, bending, talking on the phone, carrying up to 40 lbs, reaching, and climbing stairs.

WORK ENVIRONMENT: *While this work is typically performed indoors in an office environment. Some exposure to hot, cold or inclement weather may be experienced when assignments or duties require travel or work outside of the office (field).*

SUPERVISORY RESPONSIBILITIES: *None*

MINIMUM QUALIFICATIONS:

- *High School diploma or equivalent.*
- *Two (2) years of progressively responsible experience in a business office.*
- *Two (2) years experience handling customers in an office or retail environment.*
- *General knowledge of financial principals.*
- *Ability to perform all essential duties.*

PREFERRED QUALIFICATIONS:

- *Bi-Lingual – Spanish or Vietnamese*
- *Two (2) years experience in General Accounting, preferably with a government.*