

## ACCOUNTING SERVICES II

**POSITION DESCRIPTION** Under general supervision, performs varied clerical, accounting and administrative tasks in support of technical and professional personnel; provides information and assistance to the general public as required; and performs related work as required. **EXAMPLES OF**

**ESSENTIAL DUTIES** One of two positions in City Hall responsible for the daily administrative support of the finance division and to the building and engineering departments. Duties include all of the following essential functions: First contact to the public on the telephone and at the public counter on topics covering all City Services, specializing in utility account; establishes utility accounts for new customers and closes out old accounts, including all related paperwork. Responsible for accounts payable duties including processing invoices, issuing payments, balancing accounts, answering questions from vendors and staff regarding payments and other duties as assigned. Types, inputs and processes forms, reports, applications, requisitions, memorandums, letters and other material necessary to office operations using a computer; sets up and inputs a variety of materials such as database information, ordinances, resolutions, may prepare agendas and/or agenda items for Council, Commission and/or Committee meetings. Serves as liaison to the Cemetery Committee. Maintains filing systems and data bases; researches files, assists in keeping filing systems organized; responds to public inquiries concerning City activities and programs; assists the public in completing necessary applications, permits and/or forms; addresses and resolves or refers public complaints regarding City services; communicates service requests and other information to field staff. Coordinates scheduling and use of City facilities; accepts, issues receipts for, records and deposits monies collected for City services and rentals of City facilities; assists with registration and record keeping for recreation programs. May be required to work shifts, weekends, and/or holidays.

**QUALIFICATION GUIDELINES** Training and Experience – Education and Experience: Educational achievement equivalent to graduation from high school supplemented by considerable experience (two to three years) performing clerical, typing and reception tasks of a responsible nature including some experience in the performance of tasks assigned to the position; one to two years experience with accounts payable or receivable; or any equivalent combination of training and experience that provides the knowledge, skills, and abilities for the position.

**Knowledge, Skills, and Abilities:** Considerable knowledge of business English, grammar, spelling and arithmetic; knowledge of modern office practices, procedures and equipment; ability to learn the policies, procedures, forms, practices and functions of the position. Ability to perform clerical work using considerable independent judgment; perform simple basic mathematical computations; deal courteously and effectively with the public. Knowledge of basic accounting practices. Ability to use discretion and mature judgment in the handling of sensitive and confidential information. Ability to establish and maintain effective working relationships with other City personnel and the public. Must meet general requirements to apply.