

City of Cordova Position Job Description
Accounting Clerk, Accounts Receivable/Receptionist

DEPARTMENT: FINANCE
SUPERVISOR: COMPTROLLER
CLASSIFICATION: FULL TIME, OVERTIME ELIGIBLE, IBEW BARGAINING UNIT
HOURS: MON-FRI OFFICE HOURS, 0800-1700

SUMMARY

The AR Accounting Clerk performs reception activities and basic accounting clerical work, to include accounts maintenance involving arithmetic calculations and verifications, document sorting, posting, data input and retrieval, cash handling, and limited auditing and maintenance of statistical and financial records under the guidance and supervision of the Comptroller or Finance Director.

GENERAL STATEMENT OF DUTIES

Processes billing and proof of payment activities for City utility, lease and sales tax receivables. Prepares sales tax and City business licenses. Answers switchboard, greets and directs members of the public. Performs basic office clerical duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receives monthly lease and customer payments related to business of the City.
- Prepares all monies received for deposit, codes to correct accounts, and posts to the General Ledger.
- Verifies all deposits received in City Hall for accuracy; processes all deposits in a secure and timely manner.
- Prepares monthly reports on billing and delinquent accounts for all City receivables; reviews accounts and recommends appropriate collection protocol.
- Analyzes and resolves discrepancies or other concerns relating to City accounts receivable under the direction of the Accounting Specialist.
- Greets members of the public in a professional manner; answers the switchboard courteously and efficiently; routes telephone calls and promptly relays messages with legible handwriting.
- Collects incoming mail and prepares all outgoing mail.
- Conducts daily banking transactions with financial institutions.
- Cross trains with and provides support to the AR/Utilities Accounting Specialist.

- Maintains a well-organized filing system to include sales tax returns and business licenses in conformance with the City's retention schedule.

MINIMUM QUALIFICATIONS

- A. High School Diploma or GED.

PREFERRED QUALIFICATIONS

- A. Two (2) years' office clerical experience.
- B. Successful completion of post-secondary accounting or related course(s).

NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)

- A. Working knowledge of basic mathematical functions.
- B. Working knowledge of basic cash management processes.
- C. Excellent interpersonal, problem-solving, and verbal and written communication skills.
- D. Ability to understand and follow written/oral policies, procedures and instructions; ability to interpret and apply pertinent laws and regulations as they relate to municipal finances.
- E. Ability to maintain a positive work atmosphere by acting and communicating in a manner that is respectful and fosters teamwork.
- F. Demonstrated integrity, ingenuity and inventiveness in the conduct of assigned tasks.

REQUIRED TECHNICAL SKILLS

Knowledge of computers and electronic data processing and transmission; proficient in a Windows environment, including word processing and spreadsheet software; knowledge of general office practices.

LEGAL REQUIREMENTS

As a condition of employment, this position is subject to a background check (criminal history, verification of education and employment history).

WORKING CONDITIONS

Work is accomplished in a general office setting.

PHYSICAL DEMANDS OF POSITION

Capable of sitting for extended periods of time. Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with other

employees. Sufficient vision, with or without reasonable accommodation, which permits the employee to use a computer screen and process numeric data. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard and access files. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to move about in an office environment. Ability to lift and transport 25 pounds.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.