

CITY OF SAN JACINTO

JOB DESCRIPTION
PERSONNEL DEPARTMENT

Adopted: 03-18-99

Account Clerk II Finance Department

Job Summary

Under the supervision of the Finance Supervisor, will perform difficult and complex accounting work, primarily in connection with utility billing as well as customer service support.

DUTIES

The duties listed below are intended only as illustrations of 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.

- Maintain accounts receivable and bills for services provided by the City.
- Check and reconcile accounts, operate calculating, adding, bookkeeping and data processing machines.
- Collect, sort and post invoices, warrants, receipts and other data.
- Assist in preparation of various reports required by state and federal government agencies.
- Write checks and prepare warrants.
- Prepare and process utility services.
- Collect payments over the counter and through the mail.
- Reconciliation of monthly bank statements.
- Preparation of daily revenue reports and ledgers.
- Type lists, reports and other tabular material.
- Respond to telephone and office callers and answer questions relating to accounting and utility billing.
- Perform general clerical duties as assigned.

Desired Minimum Qualifications

Knowledge of: Purposes methods, terminology and practices of financial record keeping, including the purposes and uses of common record keeping and data procession system.
Modern office methods, procedures, equipment and the ability to write a proper business letter.

Ability to: Prepare financial reports and maintain journals, ledgers and complex file systems.
Prepare and distribute utility bills; maintain data base on utility billing.
Operate standard office equipment.
Type at a speed of 45 words per minute from a clear copy.
Make arithmetic computations quickly and accurately.
Independently perform varied responsible clerical accounting assignments.
Establish and maintain cooperative relationships with those contacted in the course of work.

EDUCATION AND/OR EXPERIENCE

Education

High school diploma or equivalent supplemented by specialized courses in bookkeeping and financial record keeping.

Experience

Two (2) years of progressively responsible experience in maintaining financial and statistical records. College course work may be substituted for experience.
Good computer skills.

PHYSICAL AND MENTAL REQUIREMENTS

Regularly required to use hands and fingers to handle, feel or operate computers, telephones, copy machines, etc. Frequently required to stand, talk, hear; walk, sit stoop and kneel.

Regularly required to use written and oral communication skills, read and interpret data, analyze and solve problems; observe and interpret situations; interact with City staff and citizens.

CONDITION OF EMPLOYMENT

Must possess and maintain a valid California Driver's License and maintain a clean driving record for insurability through the City of San Jacinto. Failure to maintain license/insurability will result in disciplinary procedures including suspension without pay, demotion, and/or termination without Administrative or Judicial appeal.

PRE-EMPLOYMENT

All employment offers are contingent upon successful completion of a pre-employment physical exam, and a background investigation which includes finger printing.