

## CITY OF RIO VISTA

### SENIOR ACCOUNT CLERK

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general supervision, performs the most complex accounts receivable and payable transactions; prepares, processes and verifies bookkeeping entries affecting general and subsidiary ledgers; performs miscellaneous accounts receivable transactions; performs payroll processing activities; performs customer service functions with the public and/or accounts payable vendors both in person and over the phone; may provide lead direction to other accounting support staff; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Senior Account Clerk** is the advanced journey level class in the Account Clerk series and is responsible for a full range of financial record keeping transactions including performing the most complex accounts payable, accounts receivable, utility billing, payroll, bank balances, collection and taxation. Incumbents may be assigned a variety of accounting related responsibilities and are expected to perform more complex non-professional accounting duties and occasionally provide lead direction to other staff. This classification is distinguished from the next lower level classification of Account Clerk II by the performance of the full range of duties working with minimal supervision and performing the more complex assignments in all areas.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Director of Finance. May exercise technical and functional supervision over lower level accounting support staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Performs the full array of duties assigned to classes in the Account Clerk series including the most complex billing research functions and the preparation and maintenance of financial records.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties.
- May provide lead direction to lower level accounting support staff.
- Accepts payments for utility services, various licenses, permits and fees; explains utilities billing, business license procedures and other regulatory policies to customers.
- Responds to requests for information from outside agencies, business and the public regarding billings, service charges and fees; performs complex records research to resolve complaints and inquiries.

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- Reviews and prepares vendor invoices for payment, including data entry needed to update the financial software; maintains the purchase order tracking system.
- Addresses verbal and written requests for information submitted by vendors and outside department personnel related to the accounts payable function.
- Records and checks financial transactions and prepares financial and statistical statements and reports.
- Utilizes computerized data entry equipment, various word processing and spread sheet programs to enter, store and retrieve information as requested; summarizes data in preparation of standardized reports.
- Writes check requests; prepares invoices and billing statements; collects payments for invoices and statements and maintains deposit records.
- Processes or assists in the processing of the City's payroll.
- Prepares journal entries to account for assets, liabilities, revenues and expenses; reconciles general ledger accounts and maintains journal ledgers.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

### **WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer key board. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone service and communicating in person. The need to lift, drag and push files, computer reports or other materials weighing up to 25 pounds also is required.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Senior Account Clerk**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of experience of increasingly responsible financial record keeping in a municipal setting or the performance of related work, and a high school diploma or equivalent.

#### **License/Certificate:**

Possession of, or the ability to obtain, a valid class C California driver's license may be required for some positions.

**KNOWLEDGE/ABILITIES/SKILLS** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

**Knowledge of:**

Principles and practices of bookkeeping and financial record keeping; basic accounting principles; City budget structure, business license, utility billing procedures and practices, and fiscal systems and procedures; techniques for maintaining financial journals and ledgers; techniques for the preparation of financial reports; modern office practices, procedures and equipment usage; basic office/clerical procedures.

**Ability to:**

Accurately maintain a variety of financial records, journals and files; accurately count, record and balance transactions; independently make mathematical calculations quickly and accurately; operate a computer terminal, calculator and other office equipment; understand and carry out oral and written instructions; provide excellent customer service when dealing with irate citizens; plan, coordinate and organize work to meet deadlines; perform a wide variety of office support functions and many tasks at the same time; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications.