

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: ACCOUNTING CLERK II – PART TIME

Department: Finance

Employee Group: AFSCME

FTE Status: Part Time

FLSA Status: Non-Ex

Salary Grade: E

Date: January 2019

General Function:

Under the general supervision of the Finance Director and/or Accounting Manager, the Accounting Clerk II performs a wide variety of regular and recurring bookkeeping and records maintenance duties which may be moderately complex. Some typical areas of work are: cash receipts, utility billing, assessment billing, business licensing, fixed assets, cashiering and accounts receivable. Prepares, distributes and collects utility billings, business licenses, LID assessments, fines and fees.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. Within the utility billing function, may perform any of the following duties: Maintain customer accounts through telephone, counter and mail contact; post and balance utility cash and receipts; prepare water and sewer billings; operate data processing equipment; maintain senior/low income discounts; collection of delinquent accounts; request water service disconnects and reconnects. Authorized to make adjustments in customer accounts for water leaks. Coordinates meter readings with meter-reader and the Public Works Department.
4. Provides assistance to Senior Accounting Clerks with Accounts Payable and Payroll.

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5. Responsible for task oversight as a lead worker of Accounting Clerks in regards to data entry and cashiering.
6. Responsible for the administration of business licenses. Reviews applications for completeness and compliance, issues licenses, and maintains accounting software codes and files.
7. Responsible for the petty cash box for the Finance Department.
8. Responsible for the Accounts Receivable system, including accounting software file maintenance, code setup, and reporting.
9. Coordinates daily schedule and workload of seasonal or part-time workers.
10. As assigned, orders and stocks central stores. May research purchase of large items within guidelines set by department requesting purchase. Issues purchase orders, as needed.
11. Maintains assessment records and does weekly billing of outstanding accounts. May perform lien searches and provide other assessment information as requested.
12. Perform back-up front counter coverage for the Administrative Staff Assistant.
13. Serves as back-up cashier receiving, posting, balancing and preparing fines, fees and other payments for daily bank deposits.
14. May compose routine letters and notices in accordance with established procedures. Operates standard office equipment, including typewriter, adding machine, postage machine, duplicating and copy machines and computer equipment, including personal computers and word processing.
15. May assist Finance Department in performing special projects, as needed.

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)

1) Job Preparation:

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a) Education:

- i) Graduation from high school or equivalent GED certificate supplemented by college or business school training in bookkeeping, accounting or computer sciences. Formal training in public relations or customer service, answering telephones and doing collection work, desirable.

b) Training:

- i) Requires three to four (3-4) years of experience preferably in a governmental agency, at least two of which consist of performing clerical and general bookkeeping or accounting duties at the Accounting Clerk I level. Experience working with the public in situations that may be adversarial, i.e. collections, is required. Two (2) years experience working with computers and computerized accounting systems desirable. Requires ability to use tact and courtesy when dealing with the public and other employees.
- ii) The position requires the knowledge, skill and ability to use general office equipment. The position also requires the skill and ability to organize, file, compile and maintain accurate records, and perform a variety of calculations accurately. Must have ability to work efficiently and effectively with frequent interruptions.

2) Supervision:

Received: Receives general supervision, as needed from the Finance Director and/or Accounting Manager.

Exercised: Supervision is not a responsibility of this position. However, the position may train and/or direct the tasks of Accounting Clerks and seasonal or part-time employees.

3) Communication:

Relationships maintained outside the department include daily contacts with Public Works personnel for information on a variety of water related issues, i.e. new installation, reads, move-in and outs, re-reads and occupancy and property locations. Contacts with the Planning Department include obtaining and supplying information on owners of new construction, new meter slips, money for fees collected, etc. This position provides and receives information from Planning, Engineering and Police, regarding business licenses and information about ownership of property. This position notifies the Municipal Court of

returned checks from court fines and fee collections. In addition, this position contacts departmental staff regarding purchases.

Contact with City residents is daily by telephone, by mail or in person. Incidents may include questions about or payment of utility billings, LID assessment, business licenses, court fines and fees and requests for service or general City information. Dissatisfied residents may be encountered when responding to water turnoffs, billing questions, water leaks, sewer back-ups, etc. This position is entrusted with confidential and/or sensitive financial information as related to revenue collections, returned checks, overdue water/sewer accounts, accounts payable expenditures, certain payroll information and other financial records.

4) Cognitive Functions:

Work is governed primarily by written ordinances, policies and procedures with discretion allowed to some extent in dealing with customer utility payments and turnoff situations.

May recommend solutions to problems affecting finance department operations.

Errors due to inaccurate work could result in additional work for other departments and supervisor, poor public image and loss of credibility for the City and the Finance Department, unwarranted shutoffs and extra cost to the City for the recovering of lost data or re-entry of data lost because computer back-up was not performed.

Precedent is available for most problem-solving in the course of work, based on past practice. Moderate ability to solve problems outside normal routine is desirable.

Encouraged to make recommendations and implement methods and solutions with moderate supervisory review.

Decisions most often made in the course of working include those determining the amount of leniency given delinquent accounts by setting up special schedules, whether or not to recommend write-off of small balances, making water/sewer adjustments and how to tactfully, courteously and respectfully deal with unhappy customers.

5) Working Conditions:

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Occasional working conditions may include occasionally lifting ledgers and boxes of forms. Physical risks exposed to are limited to those physical injuries associated with occasional lifting and pulling.

Has normal business hours.

6) Resource Accountability:

Is responsible for the safety and accounting of funds in the petty cash box, billing and collection of utility bills, assessments, and business licenses.

Records maintained may include bank transactions, cash receipts, assessment lien and lien payoffs, log of lien searches, purchases made, central stores inventory and departmental use, business licenses, utility billing and LID assessments, data entry of accounts payable expenditures and daily cash receipts, Tri-City disbursement reports, NSF checks regarding outstanding and re-deposited checks and master files on water/sewer and LID accounts.

May commit City resources within budget for purchases up to \$500 without higher approval or, when purchasing for central stores, up to \$2500, if budgeted.

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

Employee Signature

Date