

ACCOUNT CLERK ACCOUNTS RECEIVABLE

DEFINITION: Under general supervision, performs work of routine difficulty in recording, filing, and processing financial data; performs related work required.

EXAMPLES OF DUTIES:

1. Performs clerical duties associated with general billings, which may include utility billing, parking tickets, false alarms, metro tax and other miscellaneous billings as necessary.
2. Uses mainframe and spreadsheet applications to record and reconcile billings and payments for correct data, mathematical accuracy and adherence to City ordinances and procedures.
3. Communicates with customers, employers or other individuals to answer questions, gather information, reconcile discrepancies, handle complaints and facilitate collections
4. Gathers, assembles, tabulates, proofs, extends, balances, summarizes and posts fiscal and related data.
5. Performs general office duties such as filing, typing, data entry and answering the phone.
6. Total cash receipts when required.
7. May assist with training new clerical personnel.
8. Performs related work as required.

DESIRABLE KNOWLEDGE AND SKILLS:

Skill in performing basic bookkeeping practices and of basic arithmetic calculations and in accurately using adding machines, and billing and posting machines.

Knowledge of: office terminology and procedures, the operation of office equipment and machines and personal computers. Knowledge of MS Office Suite or other word processing, spreadsheet and data base software standard that may be adopted by City departments. Knowledge of business English, spelling and arithmetic. Knowledge of computerized timekeeping and payroll systems, as required by the position. Ability to maintain the confidentiality of communications, files and documents.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work is performed primarily in an office setting with occasional walking, standing, lifting, bending, or minimal physical activities carrying items up to 25 pounds. Many tasks may have set deadlines and involve volume processing. Some driving may be involved.

SUGGESTED TRAINING AND EXPERIENCE:

High School Diploma or G.E.D. Completion of two (2) high school level bookkeeping courses and one (1) year of office clerical experience, or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS:

In those positions where driving is a part of the job duties: Valid Illinois Driver's License

Ability to maintain reasonable and customary attendance.

Ability to work well with the general public.

Residency requirement: Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.

Jessica L. Jones SPHR: Director of Personnel

Date: