

ACCOUNT CLERK II

DEFINITION

Under direct supervision of the Director of Finance, this individual will perform a wide variety of difficult and detailed accounting work, financial reporting, bookkeeping, accepting and processing daily deposits, preparing and processing accounts payable, processing utility billings and managing water customer accounts, processing and tracking all accounts receivables; including planning, Community Hall, and recreation accounts, tracking fixed assets, processing of Town's business licenses and assisting in normal day-to-day administrative functions as required.

DISTINGUISHING CHARACTERISTICS

This is the specialist level in the office support series and is characterized by the responsibility to perform bookkeeping and statistical record-keeping tasks including the performance of complex or difficult office support work requiring the use of independent judgment or the application of technical or related skills. Because of the diversity of the position in providing a wide variety of clerical support activities to all Town departments, the incumbent must possess a high degree of tact, initiative, and flexibility.

EXAMPLES OF DUTIES

- Performs difficult, complex, and/or confidential office support work, which may require the exercise of independent judgment, the application of technical skills, or a knowledge of detailed or specialized activities related to all Town departments.
- Perform cashiering duties including collecting cash, processing payments, and completing the daily deposit.
- Prepare, process and maintain utility billings; establish new water customer accounts and process closed accounts; process penalties on past-due water accounts; mail reminder and late notices and prepare door hangers; respond to utility customer inquiries; prepare water usage and historical reports.
- Prepare and process accounts payable invoices; process collections on receivables and past due accounts.
- Prepare and distribute warrant register to Council; mail warrants to vendors after Council approval.
- Assist customers, departments, and employees by providing fiscal information, explaining procedures and answering questions; keep and maintain accurate and current files for accounts receivable, payable, utility billing, business license, purchase order reports and records; prepare, print, and log purchase orders.
- Set-up, tabulate and maintain Developer Accounts.
- Prepare financial and statistical reports as necessary; provide assistance during annual audit.
- Prepare and distribute 1099 forms. Assist in the preparation of various financial reports.
- Assist in design and implementation changes in accounting system and procedures.

- Assist in monitoring current year budget for departments and projects and distribute monthly status reports to departments.
- Assist with preparation of annual budget and capital improvement program process. Assist in development of documents and assist in monitoring budget appropriations by fund and department.
- Track and monitor fixed assets.
- Assist with information systems; channel 6, flyers, and other Town advertisements.
- Assist in the development of policies and procedures of the Finance Department Document all policies and procedures.
- Organizes and maintains all Finance department files.
- Prepares and monitors all aspects of Transient Occupancy Tax.
- Offers administrative and accounting support to all Town departments with an emphasis on recreation programs.
- May train others in work procedures or direct the work of others on a project basis.
- Acts as receptionist and receives and screens visitors and telephone calls and directs the caller to the proper person or personally handles the call as necessary.
- Administers Town phones, landline, cell, and pagers.
- Prepares and updates the emergency document on a bi-annual basis.
- Performs special tasks assigned by the Finance Director.
- Tracks and prepares an analysis of all consultants.

QUALIFICATIONS

Knowledge/Skills/Abilities

Knowledge of: Modern office practices, procedures, and equipment related to the maintenance and processing of financial records and accounting transactions; basic accounting principles, practices, forms and methods; basic principles of municipal finance. Fund accounting and budgeting, principles of automated information systems, and methods including spreadsheets and other accounting business software, business math and elementary statistical methods and techniques.

Ability to: Prepare difficult financial and statistical reports; maintain and reconcile financial transaction records, ledger and journal entries; understand tractions and relationships among accounting documents detect fiscal record keeping errors rapidly and efficiently; conduction research in solving complex problems; design and implement use of new financial record keeping forms and procedures; operation of a variety of office machines related to accounting and financial record maintenance including computers and calculators; understand and assist in the preparation of financial statements and reports; analyze problems, gather relevant information and recommend corrective action; organized and priorities work to meet deadlines; perform detailed numerical works with speed and accuracy; work with minimal supervision; communicate effectively, both orally and in writing; establish and maintain effective work relationships with members of the public and the Town staff.

WORKING CONDITIONS

Position requires sitting, standing, walking on level surfaces, twisting, turning, kneeling, bending, stooping, squatting, and crouching in the performance of daily activities. The position also requires grasping, repetitive hand motion and fine coordination in writing and typing correspondence and reports and in data and ledger entering. The need for accurate near vision is used in filing and completing forms and reports. Additionally, the incumbent relies on acute hearing in providing customer services at the counter and by phone. Because the working environment is in a public administrative setting, the incumbent works with frequent deadlines, constant interruptions and, at times, impatient and irate customers.