

## City of Oregon City

## Position Description

Position: Accounting Clerk I	AFSCME Union
Department: Finance Department – City Hall	FLSA: Non-exempt
Reports to: Director of Finance	Salary Grade: 13

### **Summary**

Performs regularly recurring and standardized duties associated with verifying, processing forms, and entering data to computer-aided financial accounting systems.

### **Distinguishing Career Features**

This position represents the first level in an Accounting clerical career ladder. Advancement to Accounting Clerk I from a general clerical position, requires demonstration of the following skills and abilities: basic keyboarding skills as evidenced by competency in accessing and entering alpha and numeric data and the ability to rapidly perform arithmetic calculations. Incumbents will also need to be assigned to a work situation where the duties are predominately accounting in nature. Advancement to Accounting Clerk II requires two years as an Account Clerk I or equivalent, compliance with the stated qualifications, and a demonstrated competency in processing all forms of accounts payable and receivable.

### **Essential Duties and Responsibilities**

- Receives and posts charges for services provided by or claims from the City. Prepares account receivable invoices and account information.
- Processes bills, claims, expense vouchers, remittances, disbursements and other straightforward and recurring documents related to financial transactions. Forwards completed documents to other accounting functions as appropriate.
- Accepts applications and fees for business licenses. Distributes information to prospective business owners regarding licensing and reporting requirements.
- Calculates totals, discounts, extensions, interest charges, fees, penalties, etc., using specifically defined arithmetic formulas.
- Performs routine data entry from source documents into established accounting programs using standing instructions. May code transactions into proper account classification using instruction manuals for support.
- Orders supplies from established sources.
- Searches files and records for readily identifiable account information. Lists or tabulates information from documents where knowledge of the subject matter is not required.
- Prepares documents such as invoices, account statements, checks and distributes to others for further action.
- May assist other accounting functions such as customer accounting.

- May serve as a cashier, accepting and disbursing funds.
- May sort and deliver incoming departmental mail and prepare outgoing mail.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

- **Knowledge and Skills**

The position requires basic knowledge of accounting data entry and record keeping practices, clerical and office procedures and methods, business mathematics and record keeping. Requires a basic knowledge of personal computer operations, common desktop productivity software such as spreadsheets and word processing, and data entry screens. Requires knowledge of computer-aided data entry programs accompanying accounting systems. Requires skill at entering alpha-numeric data onto a preformatted data entry screen. Requires sufficient math skill to calculate totals, percentages, ratios, and portions. Requires sufficient human relation skills work as part of a team and work cooperatively with internal and external customers.

- **Abilities**

Requires the ability to learn and access the computer-aided accounting data entry programs used by the department. Requires the ability to learn, apply and interpret policies and procedures for business licensing. Requires demonstrated ability to enter data onto standardized formats using computerized data base programs by using keyboards, basic keyboarding or 10-key skills and calculators. Requires the ability to rapidly perform basic arithmetic operations. Requires the ability to post numeric data into proper account classifications. Requires the ability to work as contributing member of a team, work productively, patiently, and cooperatively with other teams and external customers, and convey a positive image of the City and its services.

- **Physical Abilities**

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time and to move about various campus locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires sustained repetitive motions and manual and finger dexterity to write, operate a microcomputer, use a pointing device, keyboard, 10-key pad, and operate other office equipment.

- **Education and Experience**

The position requires completion of a high school curriculum with emphasis in bookkeeping and 1 year of experience in a production oriented record keeping, cashiering, or similar function.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.