

**ADMINISTRATIVE CLERK
JOB DESCRIPTION**

GENERAL STATEMENT OF DUTIES: To perform routine to complex responsible clerical and accounting functions.

SUPERVISION RECEIVED: Work is performed under the supervision of the City Manager and Department Head or their designee.

TYPICAL EXAMPLES OF WORK: (THESE EXAMPLES **DO NOT INCLUDE ALL** OF THE TASKS WHICH AN EMPLOYEE MAY BE EXPECTED TO PERFORM. TASKS MAY VARY BY DEPARTMENT.)

- An employee in this classification may perform all tasks, duties, skills and functions of all Administrative Clerk job classifications as assigned.
- Compiles and prepares payroll, invoices, purchase orders, vouchers, credit card statements, taxes and utilities for payment.
- Compute, record, and proofread data and other information, such as records or reports.
- Compiles and prepares expenditures by account number to be posted to the budget.
- Prepares and reconciles monthly reports for all billing accounts.
- Maintains accurate records for all revenue and expenditure accounts associated with billing.
- Prepares monthly report showing expenditures by budget accounts.
- Acts as customer service representative between customer and city.
- Posts payments to billing accounts on a timely basis and maintains accurate records of such.
- Assemble and prepare technical information and reports.
- Prepare/type invoices, reports, memos, letters, etc., and proofread and edit correspondence.
- Compile and analyze fairly complex data.
- Compile and balance monthly miscellaneous cash reports.
- Check the accuracy and completeness of all records, forms and documents.
- Operate office machines, equipment, register, and computer.
- Maintain clear audit trails. Assist in auditing as required.
- Prepare reports to State, Federal, County Agencies and other agencies.
- Create and maintain files and records both on paper and in the computer in a confidential manner.
- Evaluate and control confidential records and their dissemination and the exemptions to their dissemination.
- Assemble and prepare materials for meetings, as required.
- Make advanced accounting computations and check computations made by other personnel.
- Maintain good relations with the public and other employees.
- Prepare and/or assist in preparing financial statements and reports.
- Performs cashiering duties as required.
- Compile, copy, sort and file records of office activities, business transactions and other activities.
- Maintain inventory and order materials, supplies, and services.
- Open, sort and route incoming mail, answer correspondence and prepare outgoing mail.
- Develop specific goals and plans to prioritize, organize, and accomplish your work.
- Train employees assigned to the department as required.
- Perform all related work as required.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge and experience in clerical and accounting principles, practices and procedures.
- Considerable knowledge of computer software including but not limited to Microsoft Office. Ability to learn specialized software as required for the position.
- Working knowledge of business English, spelling and mathematics.
- Ability to understand, delegate and execute complex oral and written instructions.
- Ability to interpret contracts, policies and procedures.
- Ability to organize information and create reports.
- Possess the traits of dependability, integrity, discretion and maintain confidentiality.
- Ability to work in a fast pace, high stress level environment.
- Tact in dealing with the public and fellow employees.
- Strong customer service skills.
- Ability to be cross trained in multiple departments.
- Minimum of two years clerical experience and/or two years of accounting experience as required for the position.
- Graduation from an accredited high school or GED.
- Must pass written examination, physical with drug screen and fingerprint/criminal history/driving record check.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Hand-eye coordination necessary to operate computers and various office equipment.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to concentrate on fine detail with some interruption. Able to remember task/assignment given to self and others over long periods of time.

The noise level in the work environment is usually moderately quiet.

February 2016