

JOB TITLE: ACCOUNT CLERK III (Hourly: Non-exempt)

ACCOUNTABILITY: Under the direction of the Administrator Assistant/Clerk-Treasurer.

JOB SUMMARY: Responsible for processing check writing and related duties; responsible for recording and managing inventory records, tags and depreciation; assists with processing daily reconciliation duties; assists with the daily monitoring and trouble shooting of the automated meter reading (AMR) system along with the preparation and maintenance of the utility billing records and related duties; assists in the preparation and maintenance of the fund accounting records and monthly reports; assists with bi-weekly payroll processing and related reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Responsible for bi-weekly claim/check writing and related duties; assists with the preparation and maintenance of accounting records, monthly reports and payroll including all reports for taxes, insurance, deductions and end of the year reports; assists with Utility billing duties which include monitoring, processing and trouble-shooting the automated meter reading (AMR) system and working with the Electric and W/WWTW Department personnel in this process; assists with preparation, distribution and maintenance of utility bills; exercises judgement concerning issues related to utility billing including the AMR system, rates and enforcement of City Codes with overview/approval of the Administrator Assistant/Clerk-Treasurer; records, updates and oversees inventory processing and depreciation reports for all departments; assists with, and reviews recommendations related to utility rate amendments; operates the computer, typewriter, calculator, base radio, cash register, fax and copy machine in daily activities.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Waits counter trade and answers telephone calls; assists Department Heads with questions regarding accounting records, and reports; assists with bank reconciliation duties; assists in the maintenance of employee benefit records; performs other related duties as directed.

SKILLS/ABILITIES: Knowledge of basic and computerized accounting principles; good communication skills required to effectively communicate on a daily basis with City employees and the public; ability to type from copy at a rate of 40 wpm; ability to work overtime hours if necessary; ability to attend training sessions and/or conferences in town or out of town; ability to stand and/or sit for long periods of time.

TRAINING AND EXPERIENCE: Graduation from High School and two to three years of experience with various computer programs and functions; two years of experience with bookkeeping or accounting work, or any equivalent combination of experience or training.

Updated 2/2010