

## **ACCOUNT CLERK II**

### **City of Fremont**

**Supervised by:** City Clerk & City Treasurer

**Supervises:** Account Clerk I

**Position Summary:**

Performs a variety of clerical and bookkeeping functions in support of the City Clerk and Treasury Departments. Answers telephones; assists customers at counter; receives and processes payments; types; and files.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Receives, records and posts payments to City accounts and balances cash receipts daily in coordination with Account Clerk I.
- Receives, screens and directs telephone calls and visitors to the proper department/personnel.
- Provides information to the public under direction of the City Clerk & Treasurer per FOIA regulations.
- Assists with the distribution of tax billings and the balancing of tax records.
- Assists with the preparation of utility billing and serves as City Treasurer's backup in the overall process.
- Prepares general account invoicing for contracts, leases and miscellaneous services and oversees accounts receivable process.
- Help coordinate water/sewer utility service orders for customers.
- Assists with voter registrations and the election process.
- Coordinate city newsletter process with departments and complete distribution
- Types a variety of correspondence and reports using MS word processing and spreadsheet software.
- Provides a variety of clerical assistance to all departments, as needed.
- Enters data into and retrieves data from several databases.
- Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Considerable knowledge of office operations, business English and grammar, and records management.
- Considerable knowledge of computer software including word processing, spreadsheet, data base and financial accounting applications.

-Good knowledge of accounting and bookkeeping practices and procedures..

-Skill in typing a variety of documents.

-Skill in maintaining and updating records and documents.

-Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with citizens, City officials and other employees..

-Ability to maintain computerized and paper records, file/enter data, and retrieve documents.

-Ability to effectively communicate and present ideas and concepts orally and in writing.

-Ability to work effectively under stress and changes in work priorities.

-Education requirements include a high school diploma or equivalent, supplemented by courses in bookkeeping or accounting. Experience requirements include 3-5 years of clerical or bookkeeping experience.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms. The employee must regularly lift and/or move items of light weight and may occasionally lift and/or move items of moderate weight. Specific vision abilities required by this job include close vision.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet to moderate.