

CLASS CODE:
APPROVED BY COUNCIL:

CITY HALL UNIT
NON-EXEMPT

CITY OF FONTANA ACCOUNT CLERK I/II

DEFINITION: To perform a variety of clerical accounting duties involving financial record keeping and/or transactions including payroll, accounts payable and receivable, sewer billing, business license and cashiering; to perform a variety of general clerical activities; and to respond to requests and inquiries.

DISTINGUISHING CHARACTERISTICS:

Account Clerk I is the entry level class in this series. Incumbents perform work under close supervision and perform the more routine work assigned to the class. This position receives immediate supervision from higher level accounting or supervisory staff.

Account Clerk II is the journey level class in this series. Incumbents assigned to this class are expected to perform the full range of work assigned to this class and to work with increasing independence under general supervision from higher level accounting supervisory staff. May exercise technical supervision over lower level clerical staff.

ESSENTIAL FUNCTIONS: The employee must have the ability to:

- Receive payments from customers; issue receipts for various payments from other city departments; assist customers, departments, and employees by providing
- Information, explaining procedures, and answering questions.
- Prepare daily cash summary; balance daily monies received and assign to proper account; reconcile deposit to cash register; balance cash drawer.
- Open and sort sewer bill payments; verify amounts against payment stubs and enter data; balance and process payment stubs and forward to appropriate staff.
- Record and maintain an updated list of collections as related to receivables, liens, and fees; prepare daily banking and necessary deposit tickets and materials; record and prepare miscellaneous billings including street excavation and building permits.
- Receive and sort sales tax cards; verify new or changes of address for sales tax permit holders.
- Prepare notification letters related to business license renewal. Process renewal and delinquent business license applications; prepare and send delinquent notifications to business holders.
- Process check register and assist in reconciling and balancing payroll; make necessary adjustment; order payroll register.

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- Receive requisitions; process and verify purchase orders, invoices and packing slips; verify accuracy of information; research discrepancies and unauthorized purchases.
- Prepare invoices for payment; enter invoices on the computer; verify and mail checks; prepare check register for City Council approval.
- Reconcile monthly statements from vendor; confer with vendors regarding purchase orders, invoices and payments.
- Process applications for deposit/transfer of sewer service; prepare sewer connect permits; input daily sewer receipts.
- Prepare new construction accounts for sewer billing; maintain listing of all sewer accounts including a listing of delinquent accounts.
- Process incoming mail; write deposit receipts and record on files; verify account numbers and amount paid; process returned mail and improperly written checks.
- Operate a computer terminal in performing assigned duties.
- Operate a typewriter, calculator, computer terminal and other office equipment.
- Maintain a variety of financial records and files.
- Type at a speed necessary for successful job performance.
- Perform varied clerical work.
- Perform procedures in an organized and accurate manner.
- Accurately count, record and balance assigned transactions.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Employee must perform any other tasks deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

Account Clerk I

- Modern office procedures, methods, and computer equipment.
- Principles and procedures of record keeping.
- Basic mathematical principles.

Account Clerk II

In addition to the requirements for Account Clerk I, the II level requires knowledge of:

- Financial and accounting record keeping practices and procedures.
- Pertinent Federal, State and local laws, codes and regulations.
- Basic bookkeeping principles.

Experience: Account Clerk I - One year of general clerical experience preferably including some financial record keeping. Account Clerk II - Two years of general clerical experience preferably including some statistical or financial record keeping.

Education: Equivalent to completion of the twelfth grade.