



JOB DESCRIPTION

TITLE: Finance Clerk I/II/III (Part-Time)
DEPARTMENT: Finance
GRADE: 10/11/12
FLSA: Non-exempt
EEO DESIGNATION: Administrative Support
REVISION DATE: 11/02/2020

POSITION SUMMARY

Under the general administrative supervision of the Assistant Finance Director, this position performs payment, receipt and cash accounting functions. Prepares receipts utilizing computer based software, receives incoming telephone calls related to payment on accounts, dumpster rentals, garbage service inquiries, and other city services. Responds to public inquiries for information and distributes mail to the departments of the City.

ESSENTIAL FUNCTIONS:

- Interact with the public and co-workers in a professional manner.
- Answers telephones and provides information to the public or other agencies regarding the City's various operations, services, policies and procedures, or refers callers to appropriate sources.
- Receives and distributes to the various operating funds all money (revenues from fees and fines) received from payments for the use of City Services (water, solid waste, parks, business licenses, permits, etc.). Ensures that proper user accounts are credited.
- Receives and processes payments made by mail or in person. Follows established procedures to process checks, credit card, and cash transactions. Makes change, issues receipts, and posts information to accounts. Operates computerized cash register and inputs proper codes for all transactions.
- Completes daily reports to indicate amounts of money received for and credited to user accounts. Reconciles cash reports against actual funds and prepares daily deposits.
- Researches accounts, daily records, and receipts to resolve disputes or discrepancies between customer information and City data. Provides general information and referral to citizens and handles routine inquiries.
- Establishes priorities for assigned tasks and determines which receipts must be processed and deposited to banks first to assure maximum benefits for the City and avoid legal and financial burdens on members of the public.
- Checks for correct information for each transaction, i.e., endorsements on checks, signatures on credit card slips, etc.
- Process outgoing mail and receive and distribute incoming mail to various departments.



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- All other duties and responsibilities as required.

MINIMUM QUALIFICATIONS:

Must possess a combination of experience, certification, training or education that satisfactorily demonstrates the knowledge, skill and ability to complete the job. This position requires a high school degree with course work in computer systems; one years experience related to the above or similar duties; or an equivalent combination of education and experience. Preference will be given to those with the flexibility to work either mornings, afternoons or both as needed over a limited period.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Working knowledge of basic accounting and the ability to perform basic mathematical calculations.
2. Knowledge of and experience in the use of office equipment that would be fundamental to tellers and cashiers (key, cash register, computer terminal, etc.). Ability to type accurately.
3. Ability to communicate effectively with the public under potentially adverse circumstances and to work well with supervisors, co-workers, and employees in other departments.
4. Ability to follow city policy, establish priorities, concentrate on tasks accurately, complete and record financial transactions, and accomplish duties in a timely manner.
5. Previous cashier or teller experience preferred
6. Incumbent must have a good working knowledge of computer software involving word processing and cash receipting practices and a basic knowledge of accounting for incoming cash.
7. Working knowledge of modern office practices and procedures, including but not limited to, maintaining of filing systems.
8. Working knowledge of grammar, spelling and punctuation.
9. Interpret information received from the general public regarding amounts paid at the direction of the court, applications for building permits and any other payments received on behalf of the City.
10. Consistently exercise initiative in using time productively and without close supervision. Perform duties resourcefully under frequently stressful condition.
11. Communicate effectively, both verbally and in writing. Project a professional image when serving the public, responding with a high degree of accuracy and with a high level of courtesy and a strong public service orientation.
12. Establish and maintain effective working relationships with both internal and external customers.



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WORKING CONDITIONS AND PHYSICAL DEMANDS:

Generally comfortable conditions. Intermittent sitting, standing, and travel to City locations. Considerable exposure to stress as a result of human behavior, department employees, City departments, vendors, contractors, and the public. Work is often performed under deadlines and time constraints. Regular attendance is critical. May be subject to call out for emergency management situations.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.