



JOB DESCRIPTION

ORGANIZATION: City of Lebanon	LOCATION: Lebanon, OR
DEPARTMENT: Finance	DATE: March 2022
JOB TITLE: Finance Clerk	JOB STATUS: Non-Exempt
SALARY GRADE: AFSCME 5	FLSA Exempt: No

PURPOSE OF POSITION: Perform a variety of accounting duties to include, but not limited to, the functions: Accounts Payable, Accounts Receivable, Utility Billing, and Receptionist duties.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed below include, but are not limited to, the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. All employees are expected to maintain job proficiency by completing relevant position specific training and pursuing available and approved professional development opportunities; maintain work area in a clean and orderly manner; maintain regular job attendance and adherence to working hours; follow all City policies; follow all established safety rules and procedures.*

1. Providing excellent customer service and strong communication skills while maintaining professionalism in person, over the telephone and email communication with peers, vendors, and customers. This will include working with customer concerns with regards to their utility billing and service and managing utility work orders with the Public Works Department.
2. Perform internal audits of utility and general ledger account balances and prepare report of findings.
3. Maintain and update customer utility accounts, including, but not limited to monthly billings, setup and close out of utility accounts, calculate customer adjustments and refunds, and prepare monthly notices and penalties as needed.
4. Process accounts payable and receivable, utility billing, and receptionist duties as assigned.
5. Prepare and/or process various letters and correspondence for City customers, including certified notices.
6. Cash receipting and coding of revenues, daily balancing and posting to the general ledger. Daily reconciliation of cash receipts between merchant transactions, check and cash payments and prepare banking deposits.
7. Conduct lien searches.
8. Assist with implementation on software upgrades and conversions.
9. Develop and sustain positive, cooperative, team-oriented working relationships with supervisor, coworkers, and ancillary staff.

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MANDATORY QUALIFICATIONS:

Education & Experience:

1. Equivalent to a high school diploma.
2. Three (3) years of office experience in maintaining financial records, processing payments, and working with the public, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.

Licenses & Certificates: No specific licensure or certification required.

DESIRABLE QUALIFICATIONS:

1. Certificate in accounting and/or office practices from an accredited institution is desirable.
2. Previous experience in a finance and/or accounting office environment is desirable.
3. Experience with governmental accounting software, specifically Springbrook.
4. Bilingual English / Spanish is desirable.

KNOWLEDGE, SKILLS, AND ABILITIES:

The qualities below reflect the working dynamic of the position.

Knowledge of:

1. Basic accounting practices, business English, grammar, and report composition; use of office equipment, including general use of work processing and spreadsheet software; advanced knowledge of a variety of office procedures and practices.
2. Common personnel policies.
3. Reporting and disclosure requirements of government entities.

Skill in:

1. Accounting terminology and practices.
2. Promoting a safe working environment.
3. Evaluating work priorities, procedures, and processes.
4. Interpreting fiscal and accounting procedures, ensuring conformity to appropriate standards.
5. Communicating effectively, both orally and in writing.
6. Providing outstanding customer satisfaction (both internally and externally).
7. Use of Microsoft Office.
8. Use of equipment, copier, 10-key, fax, cash register, computers, typewriters.

Ability to:

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City positively and effectively in meetings with others.
3. Establish and maintain effective working relationship with those contacted in the course of work.

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PHYSICAL DEMANDS OF POSITION: *The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. While performing the duties of this position, the employee is required to sit, stand, communicate, reach and manipulate objects, tools, or controls. This position requires mobility.
2. Duties involve moving materials, weighing up to 25 pounds on a regular basis and infrequently weighing up to 50 pounds.
3. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work environment is typical of most office environments with telephones, personal interruptions, and background noise.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. Incumbent may provide training and orientation to newly assigned personnel on department policies, practices, and procedures.

SUPERVISION RECEIVED: Works under the direct supervision of the Finance Manager


Approved by City Manager

3/25/2022
March 2022