

CITY OF LINCOLN SENIOR ACCOUNT CLERK

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, learns to perform and performs responsible and complex accounting support and administrative work in the preparation and maintenance of budgetary, accounting, financial, and statistical records; performs customer service functions with the public, City staff and vendors both in person and over the phone; provides technical and functional supervision of Account Clerks and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Senior Account Clerk** is the advanced journey level class in the Account Clerk series. Incumbents are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing duties and the level of technical duties.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Assistant Director of Finance and Administrative Services. Exercises functional and technical supervision over Account Clerks.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Prepares and supervises the maintenance of a wide variety of complex financial records and information; utilizes and supervises the automated financial systems and a variety of word processing and spreadsheet programs to enter, store and retrieve information; researches and gathers information from a variety of sources for the completion of forms or preparation of reports; provides information in person and over the phone to the public, other governmental agencies and city staff requiring the use of judgment and the interpretation of a variety of policies, rules and procedures.

Maintains and supervises accounting records, reconciles transactions, processes, enters, and verifies numerical or financial data related to area of assignment; handles payments at the counter, provides receipts, and performs and supervises those responsible for the full range of Account Clerk duties.

- Directs accounting personnel in performing a wide variety of technical accounting duties in the preparation, maintenance and processing of accounting records and financial transactions including accounts payable, accounts receivable and utility billing.
- Processes and supervises City expenditures according to established policies and procedures; maintains vendor database and purchase order files; receives and verifies all invoices from

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vendors; responds to department and vendor questions and inquiries; researches and solves accounts payable issues.

- Supervises the processing and maintenance of customer utility billing for water, sewer and refuse for all residential and business/commercial customers; processes new customer applications for utility services; the payments for utility services, various licenses, permits and fees; explains utilities billing, business license procedures and other regulatory policies to customers; processes and updates billing charges to customer accounts; monitors and supervises the notification of customers with delinquent account status; researches and solves billing inquiries and adjust accounts if necessary.
- Prepares and supervises the preparation of periodic and special reports as required, performs special projects and studies; collects and compiles statistical and financial data for special reports.
- Establishes and helps to assure positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement, and fine coordination in data entry and preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

QUALIFICATIONS:

The following are minimal qualifications necessary for entry into the classification.

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Senior Account Clerk**. A typical way of obtaining the required qualifications is to possess:

Three years of responsible experience in financial or statistical record keeping equivalent to that of an Account Clerk II in the City of Lincoln. An associate's degree in accounting, business administration or related field.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE, SKILLS AND ABILITIES: *(The following are a representative sample of the KSAs necessary to perform essential duties of the position.)*

Knowledge of:

Principles and practices of financial record keeping, bookkeeping and governmental and fund accounting; basic principles and practices of account payables and receivables; standard business arithmetic as applied to accounting technical support; methods and techniques of cash management; data entry, data base access and standard report generation; public relations techniques and procedures; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Skill to:

Operate standard office equipment including a computer and variety of word processing and software applications; operate automated billing and financial systems.

Ability to:

Prepare, maintain and reconcile various complex financial, accounting, billing and statistical records; make arithmetic and statistical calculations quickly and accurately; implement, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; in an effective and proper manner direct personnel; establish and maintain effective working relationships.

Salary Range:	Refer to Profession/Administrative Salary Schedule
FLSA:	Nonexempt
Employee Group:	Professional/Administrative, Local 39