

City of Waterville
An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title: Account Clerk

Employment Status: Full-time
FLSA Status: Non-Exempt
Supervises: 0

Department: Finance and Administration
Reports To: Director of Finance and Administration

GENERAL STATEMENT:

Under direction of the Director of Finance and Administration, performs basic account clerk and secretarial duties as required; answers telephones to answer citizens' questions or directs them to the appropriate personnel. Also performs certain accounting and finance functions including back up for other finance personnel.

QUALIFICATIONS: An example of acceptable qualifications:

High school diploma and three (3) years of secretarial responsibilities and three (3) years of experience in bookkeeping and/or accounting work preferably in government. A two-year Associate Degree in a Business, Finance or Accounting is preferred; or any equivalent combination of experience and training that provides the required knowledge, skills and abilities. Must have the ability to stand, stoop, walk, sit, lift objects up to 25 pounds and perform other similar actions during the course of the workday. An individual who poses a direct threat to the health and safety of themselves or others in the workplace will be deemed not qualified for this position.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- Administrative assistant to Municipal Administrator and Finance Director.
- Prepares information packets for Council and Committee meetings.
- Takes minutes for meetings. Acts as Deputy Clerk of Council when needed.
- Assists with zoning questions and permits.
- Assists with the collection and posting of utility payments, processing and tracking of other receipts and bank deposits.
- Performs invoicing and tracking of payments for Emergency Medical Services (EMS) including filing with insurance companies.
- Maintains the City's website, including updating meeting calendars, event dates, refuse schedules and other City business as necessary.
- Updates the City's quarterly newspaper – the Canal Post.
- Manages the auction website for the sale of surplus items from City departments.
- Will provide back-up duties for utility billing and monitoring, payroll, and accounts payable.

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- Other duties as assigned by Director of Finance and Administration and Municipal Administrator.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Must have excellent organizational and communication skills and the ability to multi-task.
- Experience with Microsoft Office, including Word, Excel, Outlook, Publisher, or other applications.
- Working knowledge of bookkeeping, or accounting practices and procedures.
- Operation of adding machine, calculator, copier and personal computer.
- Work cooperatively and harmoniously with others in an office environment; courteously serve discontented customers during stressful situations.

Position description approved:

/s/ Jon D. Gochenour
Municipal Administrator

01/16/2020
Date

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

Employee

Date