

POSITION DESCRIPTION

Class Title: Senior Accounts Clerk (Job Class Code: 0011)

Effective Date: August 26, 2003

Department: Finance, Purchasing

Pay Grade: 8

FLSA Status: NE

GENERAL PURPOSE:

Performs moderate to complex clerical, administrative, and data processing work in accounts payable, payroll, occupational licenses, purchasing, and the billing of utility and other public services.

SUPERVISION RECEIVED:

Works under the general supervision of the Assistant Director of Finance or the Purchasing Agent.

SUPERVISION EXERCISED:

Acts as working supervisor to account clerks, part-time or temporary staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Enters or codes routine transactions in journals from purchase orders, invoices, check stubs, inventory records, etc.; reads computer files or gathers records such as meter books, purchase orders, invoices, etc. to compile needed data and to prepare reports.
2. Classifies materials by determining the accounts affected and the appropriate accounting entries to be made; enters information into computer or computes amounts due; prepares invoices.
3. Posts transactions to accounting records such as accounting journals, general or subsidiary ledger, or computer files; assists with journalizing, posting, adjusting, and closing entries and accounts; locates and corrects routine journal and posting errors; prepares periodic financial, statistical or operational reports as required.
4. Makes bank deposits, prepares checks, maintains regular balance controls, assists with bank statements and reconciliation, and/or maintains petty cash funds.
5. Provides clerical support to other staff as required; may assist with grants administration, NSF checks, other accounts receivables, and senior citizen sign-up and renewals.
6. Assists with any other job related duties as assigned.
7. May perform and/or rotate primary responsibilities between the following functional areas:

UTILITIES

1. Processes work orders for utility disconnections, reconnections, new orders, and other public works service requests.
2. Processes meter reading data; prepares and mails utility bills; maintains current customer account files; assists in reconciling utility billing activity with the general ledger.
3. Receives telephone calls and citizen visits concerning utility billings or services; handles questions and matters of a more technical nature; responds to citizen complaints.
4. Pursues collection of delinquent utility accounts, including preparation and mailing of final notices, shut-off and turn-on orders, establishing and monitoring payment schedules, customer

follow-up account research, preparing liens and write-offs, appearing in court to testify in behalf of City, when appropriate.

PAYROLL

1. Prepares and verifies monthly and biweekly payrolls; prepares, disperses and collects time sheets; calculates and pays state taxes, federal taxes, medical premiums, retirement sums, etc.; answers employee questions regarding payroll checks.
2. Prepares monthly, quarterly, and annual payroll reports; prepares employee benefit payments, maintains related data, and prepares related reports; assists in reconciling general ledger to various payroll reports.
3. Compiles payroll data such as hours worked, taxes, insurance to be withheld, and employee identification number, from time sheets and other records.

ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE

1. Enters invoices into vendor files and maintains master vendor list.
2. Processes claims and vouchers for payments or refunds; checks all claims for accuracy; verifies account codes for proper assignment of budget expenditure; sends invoices to department directors for approval; resolves disputes within area of authority and responsibility.
3. Processes payables for purchase orders. Verifies billing amount, receipt of invoiced merchandise, etc.
4. Processes checks for payment of invoices, contracts, bonds, etc.
5. Prepares and mails automated and manual checks.
6. Bills, processes payments, maintains files for accounts receivable.
7. Receives and processes grass liens; tracks grass liens for reinscription, and processes grass lien payments

OCCUPATIONAL LICENSES

1. Screens new business applications; processes and classifies applications into proper categories; collects license fees, sets up accounts and issues occupational license, liquor license, chain store license, professional license, etc. for all businesses located within city limits; acts as custodian of occupational license documents and records; establishes and maintains filing systems, control records, and indexes.
2. Convenes with City Officials regarding occupational license ordinances and procedures; provides guidance and training to department staff on occupational license policy and procedures.
3. Maintains reports for various city and parish governmental departments, ensures timely processing of those reports.
4. Tracks and pursues collection of delinquent renewal accounts, including preparation and mailing of notices, including customer follow-up research as required. Appears in court on the city's behalf regarding delinquent businesses' occupational license renewals.
5. Sends and processes annual renewal notices to current business owners for occupational licenses, liquor licenses, chain store licenses, professional licenses, etc.
6. Processes applications for temporary permits (i.e. Seasonal Retail vendors, Special Function Liquor, Special Events, Parade vendors, Bingo, Raffles, and Peddler's and Solicitors).
7. Prepare required police background investigation documents for submission to Police department.
8. Processes applications for new commercial water accounts and assists Utility department as needed.

9. Research and calculate delinquent property taxes for redemption of property adjudicated to the City through property tax sale prior to 1998 upon request. Process payments, submit Certificate of Redemption to Clerk of Court; submit recordation certificate to Assessor's office.
10. Verify monthly St. Tammany Parish New Business Accounts regarding sales tax location on the GIS mapping system.

PURCHASING

1. Receives, prepares and/or processes purchase orders and requisitions Follows appropriate and applicable purchasing procedures.
2. Assists in providing guidance to department employees on purchasing policy and procedures.
3. Assists Buyers as directed by Purchasing Agent to Purchase supplies, machinery, equipment, tools, raw materials, parts, services and supplies necessary for the operation of the various departments; charges purchases to appropriate department.
4. Enters purchase orders and invoices into vendor files and maintains master vendor list.
5. Assists Purchasing Agent with bid documents, including calls for bid, general conditions, specifications, etc. for purchases requiring formal bidding procedures; attends formal bid openings in absence of Buyer.
6. Assigns purchase order number for authorized purchases and enters purchase order data into automated purchasing order/accounting system.
7. Checks all invoices to insure correct price and forwards authorized payments to accounts payable personnel.
8. Assists Buyers in the purchasing process, and in their absence may complete purchases.
9. Verifies material received against requisitions and invoices for Accounts Payable processing, filing of PO's, proposals, quotes and bids.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Graduation from high school or GED equivalent (specialized course work in general office practices such as typing, accounting, data processing preferred).
2. Three (3) years experience with one of the following: bookkeeping, procurement, accounting, or numerical computation duties.
3. Any equivalent combination of education and experience that provides the required knowledge, skills and abilities and demonstrates the ability to successfully perform the job.

Necessary Knowledge, Skills and Abilities:

1. Working knowledge of computers and electronic data processing, including spreadsheets; working knowledge of modern office practices and procedures;
2. Skill in operating listed tools and equipment.
3. Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions; ability to work with angry or difficult customers.

SPECIAL REQUIREMENTS

May be required to work overtime or adjust hours to address problems with end-of-day balancing.

TOOLS AND EQUIPMENT USED

Personal computer, central billing system terminal, central financial computer, 10-key calculator, phone, base radio, fax and copy machines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: 
Civil Service Personnel Director

Approval: 
Department Director