



City of Casa Grande

Account Clerk

GENERAL PURPOSE: Under general supervision, performs a variety of clerical accounting functions; enters data, processes documents and transactions, and provides customer service.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Processes accounting and financial transactions for the City in compliance with all applicable City rules, regulations and ordinances.
- Reviews source documents for compliance to rules and regulations; determines proper handling of financial and technical transactions within designated limits.
- Checks documents for validity and accuracy of information; collects money; records, files and distributes related paperwork.
- Evaluates and recommends changes in policies and procedures related to assigned duties
- Enters data into computer systems; processes transactions, compiles documentation, and generates reports.
- Maintains records and files associated with assigned area, accounting systems and business transactions.
- Provides information and assistance to visitors and others having business with the City; assists customers with applications, government forms and other documents; answers phones; responds to requests for information within the span of authority.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: None.

JOB DESCRIPTION
Account Clerk.docx

MINIMUM QUALIFICATIONS:

Education and Experience:

A High School diploma or GED equivalent, and a minimum of one (1) year of clerical and computer experience.

Knowledge of:

- City policies and procedures.
- Customer service principles
- Cash handling procedures
- Basic mathematical principles
- Financial bookkeeping principles and methods.
- Principles of record keeping and records management.

Skill in:

- Computerized financial and billing systems, Microsoft Office products to include excel spreadsheet software applications.
- Data entry and mathematical calculations.
- Maintaining accurate and interrelated financial/customer records and identifying errors.

Ability to:

- Correct and update financial records and database systems.
- Record, verify, reconcile, and report accounting and utility transactions
- Solve problems and research discrepancies
- Handle multiple tasks simultaneously
- Communicate both verbally and in writing with internal and external customers using clearly organized thoughts, proper sentence construction, punctuation and grammar.
- Handle multiple projects simultaneously and use good judgment in prioritizing work assignments.
- Work independently and as part of a team.
- Provide superior customer service for both internal and external customers.

Special Requirements: None.

Physical Demands / Work Environment: Standard office environment.

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