

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Accounting Clerk I</u>
Sch & Grade	<u>PAT-4</u>
Class Code	<u>FA01</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Financial</u>

PRIMARY PURPOSE:

To perform responsible clerical, customer service and routine bookkeeping activities.

SUPERVISION:

Under direct supervision.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Assists with maintaining and balancing internal accounts and bank accounts, including reconciling to general ledger; maintains transaction files on revenues and expenditures.
2. Prepares request for payment, balances and handles financial inquiries for various transactions including petty cash.
3. Maintains files on encumbered funds, and receipts received.
4. Performs reception duties, answering the telephone, greeting customers and filing, fill in on switchboard depending on department assignment.
5. Receives, matches and balances cash receipts to supporting documentation. Fill in to perform security badge duties depending on department assignment.
6. Prepares bank deposits and posts deposits to spreadsheets and prepares receipt batches in computer.
7. Updates and maintains database information for accounting records.
8. Sells gift certificates and/or handles program registration and management from the public as assigned or based on departmental assignment.
9. Prepares, processes, and maintains various routine records and reports which are often computer generated.
10. Utilizes appropriate computer software applications such as word processing, spreadsheet and database.
11. Keeps departmental scrapbook for historical references as assigned, or based on departmental assignment.
12. Travels to a variety of city locations to perform mail delivery and collection, secure office supplies, etc. depending on departmental assignment. Sorts and distributes mail.

IMPORTANT FUNCTIONS:

1. Attends seminars, workshops, and other training for professional development purposes.
2. Utilizes office equipment such as computers, copiers, fax machines, etc.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge of bookkeeping principles; knowledge of modern office practices; various computer software applications including word-processing, spreadsheet, and database.

Abilities

Follow oral and written instructions; accurately operate ten-key calculator; effectively utilize and operate computerized office equipment including computer hardware and software; type accurately; communicate effectively both verbally and in writing; make accurate calculations; deal effectively and courteously with associates and the general public; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; effectively welcome and embrace differences among employees and citizens; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Requires at least one year of experience in clerical and bookkeeping functions within a customer service environment. Accounting course work may be substituted for some of the experience.

Physical Requirements

Performs bending, sorting, and reaching from ground level to overhead; push and pull up to 25 pounds for filing and other related tasks; hold and grip objects; subject to sitting for prolonged periods of time; must have the ability to operate a computer keyboard and/or mouse.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment.

Licensing/Certification

None required.

Miscellaneous Requirements

If operating a motor vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator’s License. Must pass a background investigation including a credit check.

Last Revision:	January 31, 2012	GENERAL ORDINANCE NO. 2282
Comments:	Update Abilities	Date: 1974

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____