

POSITION TITLE: ACCOUNT CLERK
DEPARTMENT(S): FINANCE DEPT & UTILITIES BUSINESS OFFICE

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS: Position reports to Finance Director and/or Utilities Business Office Manager/Deputy Finance Director and/or the Utilities Business Office Supervisor

DIRECT REPORTS BY TITLE: _____ None _____

DIRECT: 0 **INDIRECT:** 0

POSITION FUNCTION

This position is responsible for processing paperwork for the purchase of materials/supplies, documenting of receivables or processing of payroll.

JOB RESPONSIBILITIES

- Enters, prints and distributes purchase orders
- Prepares vendor expense invoices (goods or services) for processing
- Enters vendor invoice data (goods or services) into accounts payable software for payment
- Processes expense/accounts payable checks
- Sets up new vendors and maintains vendor file
- Enters payroll data
- Prepares receipts for daily receivables and runs receivables reports
- Prepares bank deposits and reconciles bank statements
- Files payables/receivables paperwork
- Prepares and files 1099 and tax exempt forms
- Prepares bank account, ACH and wire transfers
- Responds to customer inquiries
- Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to sit, talk/hear and use hands to finger, handle or feel. Must be able to focus clearly at 20 inches or less.

REQUIRED SKILL SETS***Occupational/Technical Skills***

Ability to use spreadsheet, database, word processing and selected job-specific software

Knowledge of medicare and medicaid insurance coverages

Administrative Skills

Ability to analyze and resolve situations and problems

Ability to organize work, set priorities and meet critical deadlines with a minimum of direction

Ability to use techniques of effective time management

Ability to handle multiple priorities and projects

Ability to process paperwork effectively

Ability to keep clear and accurate records and reports

Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information

Knowledge of filing methods and records management techniques

Knowledge of modern office equipment

Cognitive Skills

Ability to deal with a variety of concrete variables in situations where only limited standardization exists

Ability to interpret a variety of technical information with abstract and/or concrete variables

Ability to identify problems, recognizing symptoms, causes and alternative solutions

Ability to make timely, sound decisions

Ability to interpret a variety of instructions in written, oral, diagram or schedule form

Ability to perform standard business arithmetic, including percentages and decimals

Ability to draw accurate conclusions from financial and numerical

material

Ability to research, compile and summarize a variety of informational and statistical data and materials

Ability to develop original, unusual, successful approaches

Ability to create and readily draw on a large pool of diverse sources of information

Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

Communications Skills

Ability to let people know of decisions, changes, and other relevant information in a timely fashion

Ability to speak effectively one-to-one

Ability to demonstrate attention to and convey understanding of the comments or questions of others

Ability to use appropriate style, format, and tone in informal and formal business communications

Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary

Ability to prepare clear and concise reports, correspondence and other written materials

Interpersonal Skills

Ability to use tact and discretion

Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors

Ability to deal courteously and diplomatically with the general public

Ability to maintain issue confidentiality

Ability to arrive at constructive solutions while maintaining positive working relationships

DESCRIPTION OF WORKING CONDITIONS

Work is performed in an office setting.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

Two-year college certificate or equivalent; three to five years relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.