

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

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Varied

POSITION REPORTS TO _____

DIRECT REPORTS BY TITLE: _____

None

DIRECT: 0

INDIRECT: 0

POSITION FUNCTION

This position is responsible for processing necessary paperwork for purchase of materials/supplies, documenting of receivables or processing of payroll (Specifics depend upon department assignment.)

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 program for payment
- Processes expense/accounts payable checks
- Prepares receipts for daily receivables; runs payables/receivables reports
- Prepares bank deposits; reconciles bank accounts
- Files payables/receivables paperwork
- Answers telephone and takes messages for Information Technology Division
- Serves as back-up for Billing Specialists and Accountant duties
- Calculates monthly internal fuel expense
- Sets up new vendors and maintains vendor file
- Prepares and files 1099 forms and tax exempt forms
- Maintains office machines
- Prepares account, fund, and wire transfers
- Responds to customer inquiries
- Reconciles vendor statements, submits refunds and rebates
- Creates and maintains Excel worksheet templates, orders forms and checks
- 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	
<p><i>Occupational/Technical Skills</i></p> <p>Ability to use spreadsheet, database, word processing and selected job-specific software</p> <p>Knowledge of medicare and medicaid insurance coverages</p> <p><i>Administrative Skills</i></p> <p>Ability to analyze and resolve situations and problems</p> <p>Ability to organize work, set priorities and meet critical deadlines with a minimum of direction</p> <p>Ability to use techniques of effective time management</p> <p>Ability to handle multiple priorities and projects</p> <p>Ability to process paperwork effectively</p> <p>Ability to keep clear and accurate records and reports</p> <p>Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information</p> <p>Knowledge of filing methods and records management techniques</p> <p>Knowledge of modern office equipment</p> <p><i>Cognitive Skills</i></p> <p>Ability to deal with a variety of concrete variables in situations where only limited standardization exists</p> <p>Ability to interpret a variety of technical information with abstract and/or concrete variables</p> <p>Ability to identify problems, recognizing symptoms, causes and alternative solutions</p> <p>Ability to make timely, sound decisions</p> <p>Ability to interpret a variety of instructions in written, oral, diagram or schedule form</p> <p>Ability to perform standard business arithmetic, including percentages and decimals</p> <p>Ability to draw accurate conclusions from financial and numerical</p>	<p>material</p> <p>Ability to research, compile and summarize a variety of informational and statistical data and materials</p> <p>Ability to develop original, unusual, successful approaches</p> <p>Ability to create and readily draw on a large pool of diverse sources of information</p> <p>Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities</p> <p><i>Communications Skills</i></p> <p>Ability to let people know of decisions, changes, and other relevant information in a timely fashion</p> <p>Ability to speak effectively one-to-one</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to use appropriate style, format, and tone in informal and formal business communications</p> <p>Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary</p> <p>Ability to prepare clear and concise reports, correspondence and other written materials</p> <p><i>Interpersonal Skills</i></p> <p>Ability to use tact and discretion</p> <p>Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors</p> <p>Ability to deal courteously and diplomatically with the general public</p> <p>Ability to maintain issue confidentiality</p> <p>Ability to arrive at constructive solutions while maintaining positive working relationships</p>

DESCRIPTION OF WORKING CONDITIONS
Work is performed in an office setting.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
High School diploma 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.