

POSITION DESCRIPTION

Class Title: Accounts Receivable/Receptionist
Department: Finance
Division: Administration
Date: 10/08/2013

GENERAL PURPOSE

Responsible for the first contact with citizens; performs a variety of routine and complex clerical, secretarial, and administrative work in keeping official records; provides administrative support to the Finance Department.

SUPERVISION RECEIVED

Works under the general supervision of the Finance Director according to a relatively fixed work routine.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omission of specific statements of duties does not exclude those statements from the position if the work is similar, related, or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed.

- (A) Deals effectively with citizen's complaints and comments via window, phone, mail or email, answers their questions and refers them to the appropriate department.
- (B) Receives and accounts for petty cash funds; verifies cash on hand.
- (C) Process payments and deposits; issues receipts and/or permits.
- (D) Track and send billing notices for various city functions such as business tax licenses, beer licenses, wrecker permits, transient vendor licenses, stormwater utility fees. Corresponds at State and County level.
- (E) Process incoming and outgoing mail items. Redirect mail to various departments
- (F) Maintain records for pertinent job responsibilities.

PERIPHERAL DUTIES

Assist other personnel or departments as needed and other duties as assigned.

Composes, inputs and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- A. Graduation from a high school, including or supplemented by courses in general office practices and typing, or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing, and
- B. Three (3) years of increasingly responsible related experience, or
- C. Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities

- A. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures.
- B. Proficiency in operating listed tools and equipment.
- C. 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.

SPECIAL REQUIREMENTS

Must be bondable.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; mainframe computer system; 10-key calculator; phone, copy machine, fax machine, scanning machine, phone, postal machine.

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, talk, hear; use hands to finger, handle, or feel 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 moderately quiet.

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.