

Middletown, CT Job Description

Classification Title	Account Clerk
Job Code	
Department	Multi-Department
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to perform bookkeeping/accounting functions in support of department operations.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- ~~• Reviews purchase orders, invoices and related information for proper account coding, accuracy, vendor designation, correct prices, authorized signatures and other pertinent data; reviews and pays invoices. Maintains customer billing accounts, which includes meter changes and updates in computer system. Answers questions via telephone or visits to office.~~
- Prepares checks for payments. Maintains schedule for meter technician, which includes meter changes and water shut offs.
- Prepares bank deposits or transfer of funds. Collects deposits for hydrant meters and bills companies for consumption.
- Reconciles and balances accounts, funds and statements. Prepare monthly accounts for billing. Ensures proper information for billing. Mails and responds to questions regarding bills.
- Prepares a variety of financial statistical and narrative reports; prepares summaries. Prepares accounts for semi-annual billing. Monitors bills for discrepancies with readings and amounts.
- Posts journal entries; verifies postings; reconciles errors and re-enters information as needed. Assists Engineering Department in maintaining log of P&Z forms. Files subsequent folders with site plans. Issues service numbers for new houses and subdivisions. Completes work orders for water taps. Maintains overtime log report for Deputy Director.
- ~~• Maintains logs, files, spreadsheets and databases.~~

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- ~~• Responds to inquiries from other departments, employees, vendors and the public.~~
- ~~• Performs data entry; enters data to accounting or other computer system; may enter payroll information.~~
- ~~• May prepare tax statements.~~
- ~~• May perform payroll and/or accounts payable/receivable functions.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

High school diploma or equivalent with ~~vocational/technical training in Accounting or a related field with one year of responsible accounting/bookkeeping experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~previous office work experience.

PREFERRED QUALIFICATIONS

None.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~• Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.~~
- ~~• Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.~~
- ~~• Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as financial statements, technical operating manuals, invoices, journal entries, receipts, tax statements and forms, reports, records, vouchers, revenues, reference manuals, statutes, procedures, guidelines and non-routine correspondence.~~

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- ~~• Requires the ability to communicate orally and in writing with supervisor, all department staff, other City departments, vendors and the public.~~
- ~~• Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.~~
- ~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~
- Ability to enter information in system correctly to ensure proper billing
- Knowledge of CUSI system for billing
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Handle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools

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- Ability to Adapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORKING CONDITIONS

The working conditions 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.

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- ~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires talking, hearing, seeing, grasping, standing, walking and repetitive motions.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Dates revised	