The City Beautiful

City of Coral Gables
Job Description

Job Title: Clerk I
Department: Finance
Classification: 0105
Pay grade: 12C
FLSA: Non-Exempt

Prepared Date: 10/2015
Approved By: HR/CM

Summary

Performs varied, specialized clerical work according to established procedures. Responsible for light bookkeeping, light accounts payable/receivable and customer service duties. Responsibilities include assisting public at the City Hall reception area, data entry, and records maintenance. Work is assigned and reviewed under the general guidance of a supervisor.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Performs basic clerical duties to include maintaining logs, making copies, assembling materials and preparing labels for mailings, and entering basic data into a computer. Operates fax machine, copier, scanner and computer.

Assists public and other departments by answering questions, acquiring information, providing general assistance, and general information regarding city services, refers other questions to appropriate personnel.

Assists collection clerks in printing, organizing and mailing bills and invoices.

Assists collection clerks in sorting mail and checks and posting payments to customer records.

Assists the receptionist and operates multi-line telephones, standard PBX switchboard and related equipment.

Posts and maintains journal ledgers, create spreadsheets, and other records. Runs required reports to summarize, track, verify, reconcile and balance data.

Provides support and performs other related tasks for the department as required.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of departmental operations, policies and procedures, rules and regulations. Knowledge of the principles and practices of accounts receivable, accounts payable, bookkeeping, and cashiering. Ability to make arithmetic computations and tabulations. Ability to maintain detailed records, conduct research and compile data into reports. Ability to operate computer, calculator and other office equipment. Ability to communicate effectively with management, co-workers, the public and City officials. Good written and oral communications skills are necessary.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines. Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

High school diploma or equivalent. Coursework in accounting or bookkeeping preferred.

Minimum one year of relevant experience in accounts receivable, accounts payable or cashiering.