

# City of Sutter Creek

## Account Clerk I

**Permanent Part-time, no benefits: 19 hours/week**

### **Pay Scale:**

Hourly: \$18.98 – \$23.08

### **General Responsibilities**

To perform a variety of tasks, including customer service, account payables, account receivables, facility rentals, and clerical activities. Must be able to work positively with customers, co-workers, supervisors and members of the public.

### **Essential Duties**

- Provide customer service, answer telephone and is first point of contact at the front counter of City Hall.
- Open and distribute mail.
- Process account payables, maintain the account payables files and file paid invoices.
- Schedule all meetings and events in the City's facility rentals, including tours and handle transactions with renters in person and online.
- Sort utility payments, verify account number and payment amount, and process payments.
- Explain regulations, policies and procedures by telephone and in person.
- Operate a personal computer for a variety of applications, depending on assignment; enter data into various software programs.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

### **Minimum Qualifications**

#### Knowledge Of:

- Basic principles and practices pertaining to bookkeeping and accounting.
- Account payables, receivables and collection techniques and procedures.
- Common word processing, spreadsheet and database software programs.

#### Ability to:

- Identify and resolve inconsistencies in financial records.
- Research credit balances or overpayments.
- Work with vendors to resolve billing issues.

### **Education and Experience**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education:**

Equivalent to completion of a high school diploma.

#### **Experience:**

Three years of increasingly responsible accounting type experience as well as the ability and care taken in working with customers.

#### **Licenses:**

Possession of or ability to obtain an appropriate valid California driver's license.  
Applicants are required to pass a background examination prior to employment.

### **Working Conditions**

Work is performed in a typical temperature-controlled office environment subject to typical office noise and environment.