

City of Sutter Creek

Account Clerk I

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

Come work for the City of Sutter Creek, Jewel of the Motherlode. Our small but mighty city team is a great place to work and contribute to the community.

General Responsibilities

To perform a variety of tasks, including customer service, accounting including account payables and receivables, facility rentals, and clerical activities. Must be outgoing and 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.
- 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.

Qualifications

- Job Expertise - Basic principles and practices pertaining to bookkeeping and accounting. Experience with Account payables, receivables and collection techniques and procedures. Detail oriented. Identify and resolve inconsistencies in financial records. Research credit balances or overpayments. Work with vendors to resolve billing issues.
- Computer Skills - Common word processing, spreadsheet, financial management systems and database software programs.
- Customer Service - Demonstrates ability to anticipate customers' needs and deliver services effectively and efficiently with a professional demeanor.
- Communication skills – Effectively conveys information and expresses thoughts and facts clearly, orally and in writing. Demonstrates effective use of listening skills, displays openness to other people's ideas.
- Teamwork & Interpersonal Skills – Develops effective relationships with co-workers by helping others accomplish tasks and collaborating. Using conflict resolution skills

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:

Two 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.

PROBATIONARY PERIOD:

Employees must complete six (6) months of probation at a satisfactory performance level prior to gaining permanent status.

Pay Scale:

Hourly: \$18.98 – \$23.08

About Sutter Creek:

Located in Amador County, the City of Sutter Creek is an equal opportunity employer that provides competitive compensation and a pleasant work environment in historic, downtown Sutter Creek.