



JOB DESCRIPTION

CLASSIFICATION SPECIFICATION

JOB TITLE: ACCOUNT CLERK
REPORTS TO: DIRECTOR OF FINANCE
DEPARTMENT: FINANCE
DIVISION: and INCOME TAX
GRADE:
FLSA STATUS: NON-EXEMPT
UNION AFFILIATION: AFSCME-EMP
CIVIL SERVICE: CLASSIFIED

JOB SUMMARY:

Under general supervision, perform general accounting, income tax processing, and clerical functions to assist with the efficient operation of the Finance department/Income Tax division. Perform other related duties as required.

QUALIFICATIONS:

Completion of secondary education (high school or GED) plus a minimum of two (2) years of accounting or income tax experience; or, an equivalent combination of education, training, and experience. Experience includes using Microsoft Office Word and Excel.

ESSENTIAL JOB FUNCTIONS:

- Prepare, maintain, and process financial transaction records.
- Perform data entry functions associated with invoicing, taxpayer information, or other financial duties for the city.
- Perform accounts payable function for city expenses by processing invoices and purchase orders for payment.
- Prevent inaccurate or duplication of invoicing; and communicate corrections or additional information needed to the appropriate City department.
- Run checks and accompanying reports.
- Bill others for various services provided by the City.
- Document receipt of tax returns.
- Create bills, penalty/interest statements, or other taxpayer correspondence.
- Ensure confidentiality of all taxpayer information as required by City of Green Ordinance 880.14 and the Ohio Revised Code Chapter 718.
- Review individual and business tax filings for accuracy, complete information, and sufficient documentation.
- Run year end reports.
- Greet department or division visitors, respond to questions, assist in problem solving, and provide information.
- Answer the phone for the department /division.
- Perform the clerical duties of paper or electronic filing, maintaining records of correspondence and other documentation, scanning, copying, and faxing.
- Assist auditors during the annual audit or special audits by locating records, clarifying activities, and responding to audit inquiries.
- Serve as back-up to co-workers.

KNOWLEDGE, SKILLS & ABILITIES (*indicates developed after employment):

Knowledge of: Department policies and procedures*, general accounting principles and practices, current business office practices and procedures, City income tax ordinances and regulations*.

Skill in: Operation of general business office equipment (fax, copier, scanner), Microsoft operating system (Excel, Word, Outlook).

Ability to: Collect, analyze, and interpret data; work independently or with others; prepare and maintain accurate documentation; calculate basic addition, subtraction, multiplication, division, fractions, decimals, and percentages; communicate effectively; demonstrate helpful interpersonal skills when working with others.

PHYSICAL DEMANDS STRENGTH RATING:

In accordance with the U. S. Department of Labor physical demands strength rating, this is considered light work.

APPROVALS: *(Include Name, Title, and Date Approved by HR, Supervisor and Director)*

<i>Pam Serina</i>	<i>HR Manager</i>	
<i>Steve Schmidt</i>	<i>Director of Finance</i>	
<i>BARGAINING POSITION: Provided to AFSCME</i>		

CREATED & REVISIONS:

<i>Legislation #:</i>		<i>Legislation Date:</i>	
<i>Revision Dates:</i>	<i>07/27/2011, 11/01/2009</i>		