

# **Accounting Specialist I**

## **Job Description**

### **DEFINITION**

Full time position under supervision that performs with a high degree of independence in a variety of financial and/or statistical clerical work necessary to maintain all records relevant to City revenues; utility billings; accounts receivable; and, other duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Position is under the general supervision from the City Finance Officer.

### **EXAMPLES OF ESSENTIAL DUTIES** – May include, but are not limited to, the following:

Calculate, review and print utility billings for mailing by the 2<sup>nd</sup> day of each month. Monitor utility accounts receivable. Follow City procedures in the handling of all delinquent accounts. Process all utility service requests and complaints.

Customer service through telephone calls, e-mails, and walk-ins.

Receive and post utility payments daily. Assist in generating monthly, quarterly, and annual revenue reports.

### **MINIMUM QUALIFICATIONS**

High School Diploma or GED equivalent required.

Two years experience preferred in general clerical duties and cash handling.

Knowledge of methods and terminology used in financial and statistical clerical work and accounting practices, cash management, and front office experience.

Proficient office skills including Microsoft Office including Excel and other general office duties.

Physical requirements include ability to work in an office environment which includes sitting at a desk for long periods of time. The position may require intermittent walking, standing, stooping, kneeling, crouching, and reaching while performing office duties; fine manipulation of hands and fingers to handle or feel objects, tools or controls; lift and/or move objects and materials up to 25 pounds in weight. Must be able to communicate verbally and through written means, to review information and enter/retrieve computer data.