

CITY OF BARBERTON
An Equal Opportunity Employer
CLASSIFICATION SPECIFICATION

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CLASSIFICATION TITLE: Account Clerk

JOB SUMMARY

An employee in this classification performs a variety of secretarial and clerical tasks including data processing, accounting and clerical duties or other financial functions in order to assist with the efficient operation of the department or division to which the employee is assigned.

QUALIFICATIONS An example of acceptable qualifications:

Completion of secondary education (high school or GED) supplemented by courses in general business or accounting and computer operations; one (1) year experience in an office environment with data entry experience or equivalent. Must have working experience with Microsoft Office (Word, Excel, Outlook).

LICENSURE OR CERTIFICATION REQUIREMENTS

Position may require a State of Ohio Notary Public license within six (6) months of hire date. The Employer will pay for the course study and examination.

MINIMUM ACCEPTABLE CHARACTERISTICS (*Indicates developed after employment):

Knowledge of: division policies and procedures;* modern business office practices and procedures; English grammar and spelling; records management; data processing techniques; basic accounting.

Skill in: operation of modern office equipment; computer operations including data entry and exceptional skill in Microsoft Office, (Word, Excel, Outlook), ability to use all of the features of a copier, FAX, with email capability copy machine.

Ability to: carry out instructions in written, oral, or picture form; read, copy, and record figures accurately; calculate fractions, decimals, and percentages; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from the public and/or officials; maintain records according to established procedures; develop and maintain effective working relationships; communicate effectively.

ILLUSTRATIVE DUTIES (The duties listed below are intended to depict the types of tasks performed by this classification):

1. Performs general secretarial and clerical tasks in order to promote the efficient operation of the office or division; receives correspondence and directs to appropriate person; prepares memos, correspondence, reports, and other documentation; etc.
2. Sets up and maintains office or division records and files in accordance with applicable policies and procedures; receives and responds to information requests from the public and/or officials; updates files where applicable.
3. Greets the public and/or visitors to the office; receives and directs calls to appropriate party; responds to questions and/or requests; receives payments and issues receipts; performs other customer service functions.

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4. Maintains inventory of office supplies and equipment; prepares requisition forms for the ordering of new supplies as needed; prepares and follows up on purchase orders and requisitions; deposits funds.
5. Receives and reviews information to be processed and entered into the City's software system (e.g., time cards, invoices, receipts, purchase orders, etc.); checks and verifies documents to ensure completeness and compliance with applicable policies and procedures.
6. Enters data and generates reports utilizing various software applications; checks computer-generated reports against hard copies to verify accuracy; makes corrections where appropriate; performs a variety of computer software tasks.
7. Maintains files and balances accounts according to department policies and procedures; operates cash register, receives payments, and issues receipts.
8. Leads and directs other employees as needed; may instruct new or subordinate personnel on work procedures, equipment operation, etc.
9. Any other related duties as assigned.
10. Demonstrates regular and predictable attendance.

I received this job description for Account Clerk and reviewed the qualifications, requirements, and duties with my supervisor.

Employee Name: (Print) _____ Date: _____

Employee Signature: _____

Supervisor Name: (Print) _____

Supervisor Signature _____ Title: _____