

**City of Sebastopol  
Job Description**

**Job Title:** Account Clerk I  
**Division:** Miscellaneous  
**Department:** Finance  
**Location:** City Hall  
**Shift:** Daytime  
**Reports To:** Finance Director  
**Prepared By:** R. Puccinelli  
**Approved By:** City Council  
**Approved Date:** 07/01/1999  
**FLSA Status:** Nonexempt

**SUMMARY**

Under general supervision, performs a variety of clerical support duties of average difficulty involving the keeping and reviewing of financial and statistical records; and to perform general clerical duties as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Performs clerical accounting duties of average difficulty in keeping financial records
- Records and checks transactions
- Prepares financial or statistical statements or reports;
- Collects, sorts and posts bills, invoices, warrants, receipts and other data;
- Posts, checks, balances and adjusts accounts;
- Makes arithmetical calculations and checks various statistical and accounting tables and reports;
- Accumulates records and compiles statements;
- Collects payments on water bills, business licenses and miscellaneous accounts;
- Operates calculator, typewriter and other office machines;
- Answers telephone and receives office callers in a courteous manner
- Provides customer service over the telephone and in-person
- Communicates with Public Works employees by means of radio
- Performs other general clerical duties as required

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

The Account Clerk I should possess a high school diploma or general education degree (GED); and/or six (6) months related experience and/or training; or the equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Position requires possession of a valid California Driver's license.

**OTHER QUALIFICATIONS**

Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is occasionally required to stand, including at a counter; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment. The noise level in the work environment is usually moderate.