

# Job Description

Human Resource Use Only
Position Number: Step/Grade Effective Date:

## POSITION IDENTIFICATION

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**Position Title:** Account Clerk

**Division:** Finance

**Status:** Full time, Non-Exempt

**Workweek:** Monday-Friday (7:30am – 4:30pm)

## SUPERVISORY RELATIONSHIPS

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**Reports to:** Finance Director

**Directly Supervises:** N/A

## POSITION PURPOSE

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An Account Clerk performs responsible tasks in receiving funds due to the City of Manitowoc from all sources, records monetary transactions incidental to the conduct of business; does related work as required. The employee in this class is responsible for the accurate receipt and verification of all funds in the City of Manitowoc from all sources and the issuance of receipts for funds received. Similar problems recur frequently and their solution is either routine or has been previously determined.

## ESSENTIAL DUTIES

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1. Receives incoming cash and checks in payment of taxes, utility bills, licenses and other revenues received in person, by mail or by lockbox from the public and all City departments and processes same on a timely basis.
2. Sorts, receipts and files dog and cat licenses.
3. Prepares daily cash reconciliation, prepares and processes bank deposits.

## OTHER DUTIES

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1. Performs a variety of other duties requiring similar exercise of skill and judgment.
2. Processes payments from Americollect and Tax Intercept Program (TRIP)
3. Any other duties as assigned.

## MINIMUM POSITION QUALIFICATIONS

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**Education:** High School Diploma (GED) and some business school or college courses.

**Experience:** 2-3 years' experience performing cashier, accounting or cash handling duties.

**Certifications/Licenses:** N/A

**Other Requirements:** N/A

## **KNOWLEDGE, SKILLS, & ABILITIES**

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1. Add, subtract, multiply and divide accurately.
  2. Ability to handle large sums of cash accurately and efficiently.
  3. Ability to professionally handle disgruntled customers.
  4. Ability to communicate professionally and effectively via oral and written documents.
  5. Ability to prepare accurate reports and data.
  6. Ability to carry out oral and written instructions.
  7. Ability to interpret policy and procedures.
  8. Ability to learn new technology in the workplace as it develops and changes.
  9. Ability to understand and carry out complex oral and written directions.
  10. Ability to operate general office equipment.
  11. Intermediate proficiency in Microsoft Office Suite with an emphasis on Excel, Word and Access.
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## **BACKGROUND CHECKS- Condition of Employment**

### **PHYSICAL DEMANDS**

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**Manual Dexterity:** Work requires definite skilled and accurate physical operations requiring some closely coordinated performance.

**Physical Effort:** Work requires handling average weight materials or equipment, but not for sustained periods.

**Working Conditions:** Some exposure to definitely disagreeable features.

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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.