

TOWN OF EAST HARTFORD

TITLE: Accounts Clerk I **GRADE:** 1
DEPARTMENT: As assigned **DATE:** 07/01/87

POSITION DEFINITION:

Receives, records, and reconciles town revenue as received, assists in the recording and processing of financial data; and performs related clerical-administrative duties.

GENERAL DUTIES:

- Receives oral and written instructions from supervisor.
- Organizes and performs work according to established or standard office procedures.
- Performs calculating, posting, and verifying duties to record revenues received.
- Assists in preparation of bills, including calculating charges, updating billing information, and processing bills.
- Operates cash register in receiving and crediting of taxes, and any special assessments or charges.
- Performs arithmetic computations, requiring absolute accuracy in examining, verifying, and correcting taxes and interest amounts.
- Balances daily receipts.
- Prepares bank deposits for funds received by special account.
- Enters and retrieves information in an automated collection and/or accounting system. Prepares routine reports and correspondence. Performs related office clerical duties as directed.
- Reports work accomplished to supervisor.

ADDITIONAL DUTIES:

- Operates office equipment, including computer terminal, cash register, calculator, typewriter, and telephone console.
- Receives over-the-counter fees, and issues receipts.

SUPERVISED BY:

- Receives general supervision from the designated supervisor, or lead Accounts Clerk.

QUALIFICATIONS PROFILE:

- The skills and knowledge required would generally be acquired with a high school education, with course work in Commercial Arithmetic.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to add, subtract, multiply and divide all units of measure.
- Ability to type.
- Ability to enter, retrieve and verify information on a computer terminal.
- Ability to deal effectively with town staff and the public.
- Ability to collect data.
- Ability to maintain records and filing system.
- Ability to provide information to the public in a polite and courteous manner.

LICENSE OR CERTIFICATE:

Not applicable.

Note: The above is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.