

JOB DESCRIPTION

Town of Ashland City City Hall Finance Office

CLASSIFICATION TITLE:	Accounting Clerk 1
DEPARTMENT:	Finance
REVISION DATE:	01/23/2023
REPORTS TO:	Finance Director
EMPLOYMENT STATUS:	Full Time
FLSA STATUS:	Non-exempt

JOB SUMMARY

This position acts as a liaison between the customer and the city and is required to resolve any emerging problems that occur with accuracy and efficiency. The position further provides a variety of administrative support services in the department assigned. This position is under the immediate supervision of the Finance Director. Work performed is routine, although instructions are general in nature and the employee occasionally must consider different courses of action or use independent judgement to accomplish all tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collect and post payments of water bills, city taxes, and all other accounts receivable payments due to the city.
- Collects information for and processes tax relief payments.
- Maintains and collects delinquent property tax information, prepares, and mails delinquent notices, and creates and corresponds delinquent tax files to be turned into the Chancery Court yearly.
- Post meter readings and rereads.
- Prepares and posts utility bills, ACH payments, penalties, water reports, daily deposits, and adjustments.
- Maintain utility accounts and files to include new service requests, account closing, ACH information, cut-off, penalties, collections, service orders, adjustments, etc.
- Organizes and distributes mail to departments.
- Takes daily deposits and mail to various banks and post office.
- Collection of business license information, reports information to state website, and corresponds with business owners license information.
- Gathers and issues Beer and Fire permits.
- Answers customer calls, directs, or takes messages when necessary.
- Collection of outstanding utility accounts.
- Complete all reporting required WTP, Industrial Sewer, And Servline.
- Maintains office services by organizing office operations and procedures, designs and maintains filing systems.
- Support and attend court as needed.
- Perform other duties as required.

QUALIFICATIONS

- Graduation from an accredited high school or GED equivalent
- At least one year experience in a modern office environment, preferably with experience in finance/accounting/bookkeeping
- Must have a valid Tennessee driver's license.

SKILLS AND ABILITIES

- Ability to communicate effectively with supervisors, co-workers, public and regulatory agency representatives.
- Must have good verbal and written communication skills.
- Knowledge and experience with Microsoft Word, Excel, and Outlook.
- Ability to maintain a high level of accuracy in preparing and entering information.
- Must have basic knowledge of accounting.
- Ability to apply common sense understanding to carry out detailed but involved written or oral instructions.
- Must be able to perform multiple tasks.
- Must have the ability to create and maintain well-written and understandable records.
- Excellent organizational skills
- Excellent inter-personal and customer service skills.
- Ability to work independently and with a group.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Ability to establish and maintain effective working relations with other employees and the general public.
- Knowledge of state laws, town ordinances, and departmental policies and procedures.
- Analytical skills
- Attention to detail.

EQUIPMENT OPERATED

- Computer, printer, various office machines (phone, calculator, copier, etc.)
- Tyler software
- Microsoft Office Suites

PHYSICAL DEMANDS

- While performing the duties of this job, the incumbent is regularly required to sit and talk or hear.
- The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms.
- The incumbent is occasionally required to stand, walk, stoop, kneel, crouch, crawl and climb or balance.
- The incumbent must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, and ability to adjust focus.

EMPLOYEE AWARENESS

- Implement and assure adherence to The Town of Ashland City policies and procedures regarding Equal Employment Opportunity.
- Adheres to The Town of Ashland City initiative on business ethics and conduct.
- Adheres to federal/state laws and relations regarding MSDA, OSHA and EPA compliance.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, or to require that other, or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel or workload, etc.).

MANAGEMENT APPROVAL

Financial Director's Signature

____/____/____
Date

Financial Director Printed Name

Mayor's Signature

____/____/____
Date

Mayor's Printed Name

EMPLOYEE UNDERSTANDING AND AGREEMENT

Employee's Signature (Print)

____/____/____
Date

Employee's Signature

____/____/____
Date