City of Crystal River Job Description

| Job Title: | Accounting Clerk/Accounts Payable | ◼ Hourly
☐ Salary |
| Reports to (Title): | Finance Director | Salary Range: |
| Department: | Finance Department | Hourly Range: $12.03 - $17.04 |
| Collective Bargaining Agreement: | ◼ Eligible
☐ Non-Eligible |
| Fair Labor Standards Act: | ◼ Exempt
☐ Non-Exempt |

CITY BACKGROUND:
Crystal River, the gem of Florida's beautiful Nature Coast is a waterfront fishing village best characterized by its traditional main street, superior recreational opportunities, and old Florida charm. In the 1920s commercial fishing came to define the City's economy, with over 5,000 tons of fish and 3,000 barrels of oysters shipped annually. Residents enjoyed modern amenities such as city water, sewer, paved streets, sidewalks, and street lights. Today, the community works hard to maintain its unique sense of place, preserving and enhancing existing neighborhoods, while promoting new places of character that are both "time honored" and meaningful. In fact, nearly a century after the last "boom", the City's downtown and waterfront are once again in the midst of an urban renaissance, with a new river walk, town square, and City Hall in the plans.

SUMMARY:
Public contact in the processing of payments, and general operations of the Finance Department. Highly responsible and self-motivated individual to provide customer service to residents, contractors, builders, and vendors. This position is fast paced with multi-faceted operations handling cash/check/credit card payments. Individual is balancing payment intake at the end of each business day.
ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responds to telephone inquiries and complaints regarding utilities and various other Finance Department matters
- Responsible for setting up cash drawer, posting payments, and balancing cash
- Answers telephone
- Conducts research of records
- Prepares reports and maintains records
- Posts payments and receipts received from customers and other departments in the computer
- Writes up turn on and turn off notices for utility customers
- Initiates work orders for new utility connections
- Assists walk-in customers with inquiries and new sign-ups
- Composes and types routine correspondence independently
- Files correspondence and other records
- Performs related work within the Finance Department as required
- Works as a team member with other Finance Department staff
- Maintains regular attendance
- Maintains professional behavior
- Maintain punctuality

SUPERVISORY RESPONSIBILITIES:
None

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Knowledge of general office procedures and operate office equipment. The ability to deal with public in person and on the telephone. Skill in handling cash and checks with accuracy. Ability to communicate in writing and orally and to work under pressure and meet deadlines. Skill in typing, filing, and research techniques. 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:
High School Diploma or general education degree (GED) required. Two (2) years of general office, cashier and customer service experience. Background and experience in working with public utilities, general public, computers and software highly desirable.

CERTIFICATES, LICENSES, REGISTRATION:
Valid Florida Driver's License
OTHER SKILLS and ABILITIES:

• Ability to prioritize multiple activities
• Willingness to assist all Finance Department staff
• Willingness to learn
• Ability to work effectively with various people
• Ability to follow directions
• Ability to follow through on designated tasks.
• Ability to clearly communicate
• Ability to think critically
• Ability to provide interpersonal guidance
• Ability to Listen

WORKING CONDITIONS:

The physical conditions that apply to the Worker in this job are described as follows:

☐ None: The worker is not substantially exposed to adverse environment conditions: job likely of typical office work or administrative work.

☐ The worker is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperamental changes (i.e. warehouses, covered loading docks, garages, etc.).

☐ The worker is subject to outside environmental conditions: no effective protection from the weather.

☐ The worker is subject to extreme cold: temperatures below 32 degrees for periods of more than one hour.

☐ The worker is subject to extreme heat: temperatures above 100 degrees for periods of more than one hour.

☐ The worker is subject to noise: there is enough noise to cause the workers to shout to be heard above the surrounding noise level.

☐ The worker is subject to vibration: exposure to oscillating movements of the extremities or whole body.

☐ The worker is subject to hazards: includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.

☐ The worker is subject to atmospheric conditions: one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dust, mists, gases or poor ventilation.

☐ The worker is subject to oils: there is air and/or skin exposure to oils and other cutting fluids.

☐ The worker is required to wear a respirator.

PHYSICAL ACTIVITIES:

The physical activities that apply to the Worker in this job are described as follows:

☐ Climbing  ☐ Balancing  ☐ Stooping  ☐ Kneeling  ☐ Crouching  ☐ Crawling
☐ Reaching  ☐ Standing  ☐ Walking  ☐ Pushing  ☐ Pulling  ☐ Lifting
☐ Fingering  ☐ Grasping  ☐ Feeling  ☐ Talking  ☐ Hearing  ☐ Driving
Repetitive Motion

Other (list):

MATERIALS AND EQUIPMENT:

*Machines, tools, equipment, electronic devices, software, etc. used by position:*

- [x] Camera/photographic equipment
- [x] Cell Phone
- [x] Commercial vehicle
- [x] Data processing vehicle
- [ ] Handcart
- [ ] Hand tools
- [x] Headset
- [x] Office equipment (desk, chair, phone, etc.)
- [x] Office machines (copier, facsimile, calculator, cash register, etc.)
- [x] Office supplies (pens, staplers, pencils, etc.)
- [ ] Packaging materials (boxes, shrink wrap, etc.)
- [x] PC equipment (monitor, keyboard, printer, etc.)
- [x] PC software
- [ ] Public safety equipment (firearms, radar, radio, mobile video systems, etc.)

**DISCLAIMER:** The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this job.

**For Office Use Only:**

Revision Date: December 2019

Department Head Approval: [Signature]

Michelle K. Russell, Finance Director