



City of Annapolis
Office of Human Resources
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Position Vacancy Announcement

Position	<u>Accounting Associate I (1306)</u>	Opening date	<u>October 7, 2010</u>
Department	<u>Finance</u>	Closing date	<u>October 28, 2010</u>
Salary range	<u>\$33,134.00 - \$53,014.00 (A07)</u>		

General statement of duties

Performs core clerical-accounting and cashiering tasks; delivers knowledgeable and courteous customer service, and does related work as required.

Distinguishing features of the class

An Accounting Associate I performs a wide variety of clerical-accounting, auditing, cashiering and customer service tasks calling for a basic knowledge of clerical-accounting, bookkeeping and cashiering practices, as well as sufficient knowledge of the activities of the Finance Department to successfully serve customers in routine or moderately complex situations. The work is performed in accordance with a prescribed routine, but good judgment is required to analyze, identify and solve some issues, and determine which should be referred to a more specialized accounting associate or supervisor. Most work is performed independently, but complex, new or unusual problems encountered are normally decided by supervisor who checks work in process and/or upon completion.

Examples of work (illustrative only)

- Receives payments in person, by mail, or Internet, in various media, for utilities and taxes, and other bills and services and inputs into computer;
- Processes daily receipts of various City departments and divisions, checking for distribution to proper account, and inputs into computer as required;
- Verifies receipts, balances cash registers, prepares daily cashiers' reports, and produces transaction reports;
- Sends customers bad check notices, monitors redemptions;
- Provides information and responds to customers' questions on all elements of their utility and capital facilities bills;
- Reviews, verifies, and processes applications for annual residential parking permits and temporary parking tags and provides information and guidance to applicants;
- Performs research for City bills owed, calculates estimated utility charges, and processes lien certificates and property transfers;
- Maintains computer files for utility and capital facilities customers;
- Composes and types letters;
- Maintains spreadsheets;

- Uses the City's accounting software, basic word processing and spreadsheet applications and Internet in daily work;
- Processes outgoing mail and tracks departmental postage costs;
- Distributes the City's incoming mail to the appropriate departments;
- Performs a wide variety of related general clerical-accounting tasks.

Required knowledge, skills and abilities

Some knowledge of modern clerical-accounting practices; good knowledge of modern office terminology, procedures and equipment and of business Arithmetic and English; ability to type from clear copy or rough draft at a reasonable rate of speed to understand and follow simple oral and written directions, to write legibly, to use a cash register, to get along well with others and ability to provide knowledgeable and courteous customer service in difficult situations; proficient in basic word processing and spreadsheet applications, the Internet, and the ability to learn and use the City's accounting software; clerical aptitude; mental alertness, vigor.

Acceptable experience and training

At least one year of recent successful full time clerical-accounting, cash handling, and customer service experience in a modern office environment, and completion of a standard high school course, including or supplemented by courses in bookkeeping, typing and computer skills, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Americans with Disabilities Act

Physical ability: ability to sit continuously at a computer terminal or receptionist station for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets; ability to reach up into a lateral filing system; ability to stand at a counter and wait on customers for extended periods; ability to easily move about between areas of the office in order to wait on customers and use equipment.

Visual ability: sufficient to effectively operate office equipment including copier, computer, etc; to read and write reports, correspondence, instructions, etc.

Hearing ability: sufficient to hold conversation with other individuals both in person and over a telephone; ability to hear recording on transcription device.

Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.

Freedom from mental disorders which would interfere with performance of duties as described.

Application process

Candidates must complete a City of Annapolis application form. The application must be postmarked, or received in the City of Annapolis Department of Human Resources office by 4:30 p.m. on the closing date.

All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, race, creed, color, sex, national origin, marital status, physical or mental disability, sexual orientation or genetic information. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.