



## **CLASSIFICATION SPECIFICATION**

### **FINANCE CLERK II**

#### **JOB SUMMARY:**

Under general supervision, the Finance Clerk II performs a variety of simple to moderately complex administrative work in connection with front-line customer service, cashiering services, and accounts payable and accounts receivable services; processes and issues licenses and permits; and performs other related duties as assigned.

#### **CLASS CHARACTERISTICS:**

The Finance Clerk II provides simple to moderately complex administrative services in support of the Finance Department. This class differs from an Accountant due to the incumbent's level of experience and narrower scope of responsibilities focusing on accounts payable, accounts receivable, and/or business licensing.

#### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

- Plays a key role in the delivery of customer service for the Finance counter including responding to complaints, answering questions, and providing general information to business owners, customers, and residents in support of the department including the interpretation and explanation of applicable laws, codes, and regulations.
- Reviews documentation provided by business owners, customers, and residents in order to issue overnight parking permits, yard sale permits, and business licenses, and accepts payments for building and planning permits, various taxes, and other revenue sources.
- Establishes and maintains an adequate system for the collection of business licenses; prepares and mails renewals and past due notices; investigates businesses for proper licenses and adherence to regulatory ordinance provisions; and maintains business license files.
- Receives payments, issues receipts, and balances cash; gathers payments and documents from the mail and over the counter and performs data entry.
- Handles accounts payable; sorts and distributes invoices from vendors; contacts vendors regarding invoices and payments; processes invoices and receives departmental approval; mails checks for payment; files and maintains copies of checks with invoice backups; and creates various accounts payable reports.
- Posts mails, moves bulk mail, and performs other duties incidental to the movement and processing of mail.
- Assists with the purchasing of office supplies and the maintenance of stock in the supply room.
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Basic office administrative practices and procedures; City department policies and procedures; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.
- Principles of financial research and report preparation; records management principles and procedures including record keeping and filing principles and practices; bank deposit and cash handling procedures; and basic principles of mathematics.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.

**Skills/Abilities:**

- Correctly interpret and apply general provisions of local ordinances, particularly as they relate to business licensing and overnight parking, in accordance with established policies and procedures.
- Learn and excel in computer applications and software for billing, business license, and accounts payable/receivable such as Microsoft Office, Quadrant System's RASWIN cashiering system, HdL business license system, and Tyler Technology's EDEN financial software application.
- Communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with sensitive situations and concerned people and customers; understand and follow oral and written directions as provided; work at times with minimum supervision; prepare, maintain, and reconcile various financial, accounting, and statistical records; and organize and maintain office and specialized files.
- Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

**Education and Experience:**

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- High school diploma or GED equivalent.
- Two years of experience working in a finance office setting including financial or statistical record keeping or cashiering equivalent.
- Local government or customer service experience is desirable.

**Licenses and Certifications:**

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

**PHYSICAL DEMANDS:**

- Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

**WORK ENVIRONMENT:**

- Employee generally works indoors. Environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to loud talking and interruptions from telephones and/or members of the public.

**NOTE:**

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

**Established Date:** May 22, 2017