

**CITY OF FORT BRAGG  
JOB DESCRIPTION**

**JOB TITLE:**           **FINANCE CLERK**

**REPORTS TO:**       **Finance Director**

**TYPE:** **Temporary**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**POSITION SUMMARY:**

Under the general direction of the Finance Director: performs a wide variety of clerical, administrative and bookkeeping duties in support of the Finance Department: responds to customer inquiries at the counter or over the phone: screens and directs calls and takes messages: greets visitors and customers of the department: performs word processing, spreadsheet and various other computer applications including PC based and financial management software applications: prepares and maintains files, records and reports, and operates the utility billing system.

**ESSENTIAL FUNCTIONS:**

*Essential functions may include, but are not limited to, the following:*

Constant use of computer; constant sitting in office chair; frequently standing to meet public at counter; tactfully dealing with public in oral communications and by telephone; full use of hands and fingers to use office equipment; hearing and oral skills to utilize a telephone and receive supervisory direction.

Supervision received consists of written and oral instructions intended to define objectives and problems, and to prescribe detailed methods for achieving objectives. Day to day lead direction, including policy interpretation, training, and work assignments and priorities will be provided by the Finance Director or as appropriate by a senior level Finance Department employee.

Employee must:

- Be sufficiently adaptable to accept and perform in a timely and effective manner, work assignments that are outside the normal day-to-day routine.
- Maintain courteous, professional and effective working relationships with other City employees and members of the public.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

- Respond to customer inquiries at the counter or over the phone.
- Operate the utility billing systems as needed, assisting with payment receipts, preparing and posting payments, opening and closing accounts, issuing late payment notices, maintaining files and responding to customer inquiries, coordinating with meter readers and public works personnel regarding turning on and off of accounts, preparing delinquent report and coordinating with Public Works personnel shut off of accounts for nonpayment.
- Post, check and balance cash received for accounts receivable on designated days, or as needed and prepare deposits.
- Process and maintain accounts payables systems (receive, log, enter and process invoices).
- Calculate and process shared miscellaneous billings with various community and other governmental organizations, including developer deposits.
- Assist with business licenses, deposits and receipts and customer inquiries and questions.

**JOB TITLE: FINANCE CLERK**

- Handle collections of all bank returned checks for bank closed accounts and checks returned for non-sufficient funds.
- File as needed.
- Handle petty cash, distributing funds on request, maintaining a record of these distributions and determining and replenishing cash as needed.
- Distribute, mail and file all warrants on a weekly basis.
- Assist with gathering, analyzing and report preparation on transient occupancy tax information.
- Maintain confidentiality of sensitive financial and HR related data.
- Follow all City policies and guidelines.
- Perform other related tasks and duties as required.

**MATERIALS, EQUIPMENT AND TOOLS:**

Microsoft Office applications, telephone, FAX machine, calculator (10 key) tape type), copier, postage meter, printer, binding machine.

**SPECIAL REQUIREMENTS:**

Possession of a valid Class C or higher California Drivers License.

**DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Correct English usage, spelling, grammar and punctuation. Conversational Spanish is desirable.
- General office practices and procedures.
- Office/accounting machines and desk-top computers used in word processing, spreadsheet and record-keeping applications.
- General functions and activities of municipal government.

**Ability to:**

- Deal politely and effectively with co-workers and the general public.
- Perform responsible clerical duties including the use of independent judgment.

**REQUIRED EXPERIENCE/EDUCATION:**

High school graduate or GED and at least two years' office, accounting and/or clerical work experience.

**DESIRABLE EXPERIENCE/EDUCATION:**

Associate of Arts Degree or equivalent from an accredited community college with course work in business and accounting may be substituted for work experience.

**NOTE:** *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*