



## EMPLOYMENT OPPORTUNITY

### ACCOUNT CLERK II – Temporary

**Salary:** \$18.83 Hourly  
**Job Type:** Temporary (40 hours per week)  
**Department:** Finance  
**Benefits:** No Benefits

#### The Position

Under direct or general supervision, assists other finance personnel in performing a wide variety of responsible clerical and technical accounting duties in the preparation, maintenance, and processing of accounting records and financial transactions, including accounts payable and accounts receivable; and performs related work as required.

This is the journey-level class in the Account Clerk series. Incumbents are cross-trained to perform the full range of technical work in all of the following areas: accounts receivable, accounts payable, financial record keeping, reconciliation, front counter, cashiering and billing support activities.

#### Job Functions

- Maintains the daily financial records on utility accounts, including receiving utility payments, performing data entry, maintaining receipt records according to prescribed guidelines, printing and auditing reports, entering field data, preparing and balancing invoices, preparing deposits, and preparing work orders.
- Issues business licenses and processes renewals, including batching receipts for incoming renewals, assessing penalties and late fees, and recording new license numbers.
- Assists other finance personnel in performing a variety of technical accounting duties in the preparation, maintenance, and processing of accounting records and financial transactions, including accounts payable, accounts receivable, billing functions, and business licenses.
- Verifies, posts, and records a variety of financial transactions; prepares and maintains spreadsheets, records a variety of periodic and special financial, and accounting reports.
- Enters and retrieves information using standard word processing and spreadsheet software.
- Reconciles transactions and data as directed; records changes and resolves differences, maintains the accuracy of basic accounting and financial records related to the assigned functional area; handles cash transactions.
- Prepares receipts for utility, business and dog licenses, insurance payments, and other accounts receivable.
- Assists customers, departments, and employees by providing answers and information regarding specific account information, discrepancies and/or basic accounting procedures; updates related files and departments on action items.
- Assists customers, departments and employees by accepting payments for accounts receivables, balancing cash drawer and maintaining imprest change fund.
- Generates and assists in the preparation of monthly, quarterly, and year-end financial, summary, and technical reports, as directed.
- Performs general office support duties, such as filing and record keeping, preparing correspondences, and sorting and posting mail.
- Assists professional accounting staff with special projects as assigned.
- Performs other duties as assigned.

#### Qualifications

Equivalent to the completion of the twelfth (12th) grade. One (1) year experience in clerical administration, processing financial documents, maintaining financial or accounting records, or billing and collections, equivalent to that of Account Clerk I at the Town of Apple Valley. Experience may be substituted by one year of college credits. Preference will be given to candidates with prior government experience.

#### Selection Process

A completed Town employment application is required. **Recruitment will close once 20 qualified applications are received or on Monday, August 21, 2017 at 5:30 pm, whichever comes first.** Apply online at [www.applevalley.org](http://www.applevalley.org) or Town of Apple Valley, 14955 Dale Evans Parkway, Apple Valley 92307, Human Resources Department.

The Town of Apple Valley does not discriminate based on age, sex, race, religion, national origin, marital status, sexual orientation, or disability in its employment actions. If applicant has a disability that may require an accommodation, please contact Human Resources in writing at time application is submitted. The Town of Apple Valley participates in the E-Verify program.