

**CITY OF GRAND HAVEN
JOB DESCRIPTION**

ACCOUNT CLERK/CASHIER

Supervised By: Deputy Treasurer and City Clerk/Treasurer

Supervises: No supervisory responsibilities

FLSA: Non-exempt

Position Summary:

Under the supervision of the Clerk/Treasurer and Deputy Treasurer, performs cash receipting, counter work, records management and bookkeeping in support of the Clerk/Treasurer's Department. Receives payments, makes journal entries, deposits funds, provides assistance to the public and assists in tax roll maintenance.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Accepts payment of City funds in person and by mail for a variety of revenue sources including Board of Light & Power (BLP) bills, parking tickets, property taxes, water bills, dog licenses, and other sources. Makes change, provides receipts, and posts payments to the appropriate journal. Mails reminders for overdue payments.
2. Determines the appropriate account number and line item and data enters paid receivables in the City's fund management software program. Accurately posts all receivables to the proper general ledger account.
3. Codes accounts payable, obtains appropriate authorizations and maintains files.
4. Prepares invoices related to lease and rental of city properties. Maintains related records and files.
5. Processes incoming parking tickets from the public safety department, receives payments, processes new tickets, mails late notices and maintains tracking records and all related files.
6. Assists in tax bill preparation, distribution, settlement and related bookkeeping. Tracks delinquent property taxes including mailing notices and maintaining records of payment. Assists in the processing of new special assessment roles.
7. Accurately deposits funds into a variety of bank accounts at local banks. Conducts wire transfers and prepares Board of Light and Power funds and receipts for pickup. Follows up as necessary with bank employees to ensure accurate processing of deposits and transfers. Follows up on returned non-sufficient funds checks.
8. May open and close the office, setting up cash drawers and opening the vault, preparing office equipment, and securing funds and office at the beginning or end of the work day.

9. Receives inquiries by telephone and in person, answering questions and when necessary forwarding the inquiry to the appropriate department. Handles inquiries from title company representatives, taxpayers, the public, utility bill payers and others.
10. Processes outgoing mail. Assists with processing absentee voter ballots and other Clerk's Office functions.
11. Orders departmental supplies, monitors inventories and assists with year end inventory of office supplies within City Hall. Prepares inventory journal entries for quarterly and year end reports.
12. Assists with special projects and general clerical and office operations, files, copies, types, enters data, scans documents and completes related tasks.
13. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma or GED, with additional vocational training or an Associate's degree preferred.
- One or two years of experience in an office setting, preferably in cashiering or bookkeeping.
- Knowledge of general office operations and bookkeeping procedures and practices.
- Skill in counting money, making change, and recording transactions with speed and accuracy.
- Skill in the operation and troubleshooting of general office equipment.
- Skill in the use of office computers and intermediate level use of word processing, database and spreadsheet software.
- Ability to prepare accurate and professional documents, records, reports, ledgers and correspondence.
- Ability to establish and maintain effective working relationships and provide positive customer service according to city standards and policies.
- Ability to type and enter data with speed and accuracy.

Physical Requirements and Work Environment:

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position spends the majority of their time in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate by telephone, email or in person, and move around the office.