

## City of Claremont, New Hampshire Position Description

<b>Position Title:</b>	Finance Clerk	<b>Union/Merit:</b>	AFSCME Union - Clerical
<b>Reports to:</b>	Finance Director	<b>Grade Level-Points:</b>	Level III
<b>Department:</b>	Finance	<b>Revised/Updated:</b>	04/10/05
<b>FLSA Status:</b>	Non-Exempt		

### Job Summary

Maintains a variety of procedural accounts; performs clerical duties involving operation of a computer terminal to post accounting data; oversees accounts payable operations; may assist in preparing deposits to banking institutions. Preparation of bills is a significant element of this job. The purpose of the work is to ensure that assigned accounting records are accurately maintained on a timely basis. The work affects the accuracy, timely processing and usage of the accounting data in the department and in other offices dependent upon the information

**Essential Job Functions** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Receives and examines invoices and vouchers, checking for appropriate approvals, adherence to prescribed regulations and arithmetical accuracy of data; classifies for posting to appropriate account completes data entry, prints, sorts and prepares checks for mailing and prints necessary reports. This includes calculation and proper allocation of department charges for comprehensive bills such as telephone and insurance.
2. Receives monies from other departments and reconciles them with the appropriate fiscal documents.
3. Prepares weekly deposits, completes data entry, and prints necessary reports.
4. Operates computer terminal, using appropriate programs to post data to accounts and ledgers, to print warrants and checks, and to obtain reports and statements.
1. Processes departmental mail, opens, sorts, and distributes to appropriate individual, or develops a response as appropriate.
5. Accurately sorts, weighs, stamps and posts mail. Also, processes semiannual mailings of tax and water/sewer bills.
6. Assists City Treasurer in daily deposit of funds to the local bank.
7. Prepares various periodic reports and statements of a routine nature.
8. Assembles the data from records, proves balances, and types required forms.

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9. Assists in preparation of budgets or other financial statements by assembling clearly identified information from files.
10. Maintains logs and files for departmental records, reports, correspondence and other documents in alphabetical, chronological and/or numerical sequence, which may involve indexing and cross referencing.
11. Answers questions from the public, other departments, employees and vendors pertaining to account balances, department procedures, deductions, payments and charges, etc.
12. Contacts other departments, vendors and others to obtain or verify information, to secure documents and to correct discrepancies in records.
13. Assist in processing the weekly payroll and maintaining related records involving updating records to reflect changes in pay rates or deductions, entering data on computer, balancing to controls and predetermined totals.
14. Assist in the Central Collections office through acceptance of property tax, water and sewer payments, motor vehicle registrations, issuance of certified copies of vital statistics, ascertaining all applicable local and state safety regulations have been satisfied, issuance of dog licenses following presentation of valid proof of immunization etc.
15. Performs other related duties as requested.

### **Peripheral Duties**

Analyze and recommend improvements to equipment and facilities, as needed.

### **Desired Minimum Qualifications**

#### *Education and Experience:*

A candidate for this job should have completed a high school education, preferably in a business curriculum, but should have included courses in business English, computer skills, typing, office practices and accounting, plus not less than two (2) years of experience in the accounting field; OR any equivalent combination of training and experience that would demonstrate the possession of the required knowledge, skills and abilities.

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### *Necessary Knowledge, Skills and Abilities:*

#### Knowledge of:

- Considerable knowledge of office practices, procedures and regulations.
- Working knowledge of accounts payable and accounts receivable procedures as well as appropriate customer service skills.
- Working knowledge of business English and grammar, including formats.

#### Ability to:

- Perform a significant amount of tasks with independence of judgment.
- Develop and maintain effective working relationships with staff, vendors and private citizens.
- Effectively communicate in writing and verbally.
- Establish and maintain effective working relationships with subordinates, peers and supervisors.
- Give verbal and written instructions.

#### Skill in:

- Skill in operating typewriter, ten-key calculator, computer and other office machines.
- Skill in making and verifying arithmetical computations with accuracy and speed.
- Skill in the use of the tools and equipment listed below.

### **Supervision Received**

Works under the guidance and direction of the Finance Director.

### **Supervision Exercised**

None

### **Responsibility For Public Contact**

Daily contact requiring courtesy, discretion, and sound judgment. The employee has contacts principally with superior in the department and employees in other departments. The contacts are made to provide information, verify data, and to explain procedures or requirements. Contacts with the public are normally to answer inquiries or receive fees.

### **Licensing & Certification**

None Required

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### Tools & Equipment Used

Personal computer including Microsoft Office software, accounting software, telephone, typewriter, calculator, copy machine, folder/insertor, postage machine, fax machine and other associated office equipment.

**Typical Work Surface(s):** Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

**Typical Controls & Equipment:** Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, postage machine, folder/insertor, microfilm/fiche reader, computer mouse.

**Typical Work Environment:** Inside: 95% Outside: 5%

**Summary of Occupational Exposures:** May be exposed to cleaning fluids, copier toner, etc. Works in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt and the like.

The incumbent's working conditions are typically quiet.

### **Physical Activity Requirements**

#### **Primary Physical Requirements**

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<u>LIFT up to 10 lbs.:</u>	Frequently required
<u>LIFT 11 to 25 lbs.:</u>	Occasionally required
<u>LIFT 26 to 50 lbs.:</u>	Rarely required
<u>LIFT over 50 lbs.:</u>	Not required

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<u>CARRY up to 10 lbs.:</u>	Occasionally required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required
<u>CARRY over 50 lbs.:</u>	Rarely required

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#### **Other Physical Considerations**

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<u>Twisting:</u>	Occasionally required
<u>Bending:</u>	Occasionally required
<u>Crawling:</u>	Rarely required
<u>Squatting:</u>	Occasionally required
<u>Kneeling:</u>	Occasionally required
<u>Crouching:</u>	Occasionally required
<u>Climbing:</u>	Rarely required
<u>Balancing:</u>	Rarely required
<u>Grasping:</u>	Frequently required

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<u>REACH above shoulder height:</u>	Occasionally required	<u>Handling:</u>	Frequently required
<u>REACH at shoulder height:</u>	Occasionally required	<u>Torquing:</u>	Occasionally required
<u>REACH below shoulder height:</u>	Occasionally required	<u>Fingering:</u>	Frequently required
<u>PUSH/PULL:</u>	Occasionally required		

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### During an 8-hour Day, Employee is Typically Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

### Cognitive and Sensory Requirements:

<u>Talking:</u>	Necessary for communicating with others.
<u>Hearing:</u>	Necessary for taking instructions and information.
<u>Sight:</u>	Necessary for performing job effectively and correctly.
<u>Tasting &amp; Smelling:</u>	Not required for the performance of the functions of this position.

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