

**CITY OF CLARKSTON
FINANCE CLERICAL ASSISTANT
POSITION DESCRIPTION**

TITLE: FINANCE CLERICAL ASSISTANT

FLSA STATUS: Non-Exempt

DEPARTMENT: Finance/Records

UNION: 1476-C

GENERAL PURPOSE:

Under direct general supervision provides general clerical support and assistance to City Hall staff, including the Mayor, Clerk/Treasurer, Finance & Human Resource Specialist and Public Works Director. Performs a variety of routine financial and record keeping functions.

SUPERVISION RECEIVED:

Works under the direct supervision of the Finance & Human Resource Specialist.

SUPERVISION EXERCISED:

None.

ESSENTIAL JOB FUNCTIONS:

- Performs routine clerical duties, including but not limited to:
 - Answering telephones.
 - Greeting the public and providing excellent customer care.
 - Maintaining business license records.
 - Issuing and maintaining dog licenses and records.
 - Miscellaneous data entry.
- Assists with various bookkeeping duties, including but not limited to:
 - Receiving/receipting cash and checks.
 - Processing credit transactions.
 - Recording EFT transactions.
 - Preparing daily receipt balancing.
 - Entering utility and transactions into software system.
 - Preparing daily bank deposits.
- Prepares, composes, types and edits a variety of correspondence, reports, forms and other documents.
- Maintains the business license system,
 - Updates business license records.
 - Balances business license software system.
- Records change requests for utility accounts, including but not limited to:
 - Change of ownership/responsible party.
 - Change in cart size.
 - Extra garbage/call-back services.
- Maintains dog license records and issues new dog licenses, including those issued by the Lewis Clark Animal Shelter.
- Reserves City Hall meeting rooms and issues building keys and instructions to users.
- Prepares monthly bills for building permit accounts.
- Balances permit software system.
- Performs all other related duties as assigned.

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OTHER JOB FUNCTIONS:

- Interprets regulations and ordinances.
- Provides voter registration information.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Clerical and/or bookkeeping/accounting training preferred.
- Three years of paid clerical or bookkeeping responsibility experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of computers and electronic data processing.
- Working knowledge of Microsoft Office Suite, including but not limited to:
 - Word
 - Excel
- Working knowledge of modern office practices and procedures.
- Some knowledge of basic bookkeeping.
- Skill in the operation of office tools and equipment, including but not limited to:
 - Printers, scanners, copiers, faxes
 - Ten-key calculator
 - Postage machine
- Ability to perform cashier duties accurately.
- Ability to provide excellent customer service in a professional and cooperative manner.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain cooperative relationships with those contacted during the course of work, both with public and with co-workers.
- Ability to quickly and accurately perform duties in a fast-paced office environment that includes frequent interruptions.
- Ability to handle stressful situations.

TOOLS AND EQUIPMENT USED:

- Multi-line telephone system
- Personal computer, including various specialized software
- Copy machine and printers
- Fax machine
- Base radio
- Ten-key calculator
- Typewriter

PHYSICAL DEMANDS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

