

**CITY OF WHARTON**  
***Finance Clerk I***

FLSA: NON EXEMPT  
PAY RANGE: 19  
PAY CODE: HOURLY  
WC/CODE: 8810

**CITY OF WHARTON**  
**FINANCE CLERK I**

*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.*

**DEFINITION**

To perform responsible accounting clerical and technical work in accounts payable, purchasing, and billing; to assist in the maintenance of related accounting records; and to provide accounting related information to suppliers, vendors, and the general public.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from upper level managerial staff.

**EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES**--*Important responsibilities and duties may include, but are not limited to, the following:*

**Essential duties and responsibilities**

Assign purchase order numbers and generate purchase order forms when necessary.

Code, classify, and enter invoices for payment.

Verify invoices for accuracy, compare invoiced amounts to agreements and receive Department Head approval before payment to vendor.

Prepare manual checks and check runs; distribute checks to vendors; and maintain check registers and applicable reports as transactions are posted.

Maintain a vendor database that contains accurate and reliable information.

Prepare and maintain a variety of files and records.

Assist in the preparation of department reports and correspondence; analyze data and information for inclusion in reports.

**CITY OF WHARTON**  
***Finance Clerk I***

Balance daily collection report to cash and checks from cash drawers.

Prepare daily deposit for all fund received.

Research and reconcile department questions regarding status of accounts and payments; respond to inquires from city departments regarding account numbers and balances; correct posting errors; distribute appropriate information to department directors.

**Other important duties and responsibilities**

Provide back up relief for the Utility Department when necessary with the following:

Prepare a variety of utility billing documents including work orders, new service applications, credit/account adjustments, and collection letters.

Prepare and distribute work orders to respond to field service requests.

Prepare applications for new utility service and enter new deposits.

Collect and record all payments received for utility accounts receivable, EMS, Civic Center and other departments and balance cash drawers.

Respond to citizen inquiries and complaints; research and resolve any discrepancies; explain policies and procedures to citizens.

Prepare work orders for re-reads; calculate and enter bill balance adjustments.

Prepare meter reader books; update and maintain files for meter reading.

Verify payment of bills and current service status; document collections and payments; dispatch service connection and disconnection orders accordingly; notify customers of charges and service disconnections.

Knowledge of delinquent bills and corresponding reports.

Knowledge of end-of-month billing; prepare and mail monthly bills, and reports.

Knowledge of a variety of letters and reports; monthly utility reports for the Finance Director.

**CITY OF WHARTON**  
***Finance Clerk I***

Knowledge of roll-off and miscellaneous garbage charges on all utility accounts; waste management reports.

**Other important duties and responsibilities**

Assist in answering and directing incoming calls; serve in the receptionist capacity as needed.

Assist in the preparation of special reports; review and revise information and data for accuracy.

Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

General accounting principles and practices.

Modern office procedures, methods and computer equipment.

Basic principles of financial record keeping.

Practices involved in billing and collections.

Basic principles and practices of municipal accounting systems.

English usage, spelling, grammar and punctuation.

Methods and procedures of data entry.

**Ability to:**

Maintain financial and accounting records.

Process a variety of financial and statistical data including data entry.

Accurately count, record, and balance cash transactions and other monies received.

Operate office equipment including a computer.

Work independently in the absence of supervision.

**CITY OF WHARTON**  
***Finance Clerk I***

Perform routine mathematical calculations.

Maintain records and prepare computer generated reports.

Understand and follow oral and written instructions.

Communicate clearly and concisely, in writing, orally and on the phone.

Establish and maintain effective working relationships with those contacted in the course of work.

**Ability to:**

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- walking, standing or sitting for extended periods of time*
- operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- making observations*
- reading and writing*
- operating assigned equipment*
- communicating with others*
- accurately working with numbers*
- discerning various amounts of money.*

Maintain mental capacity which permits:

- making sound decisions and using good judgement*
- demonstrating intellectual capabilities*
- answering questions*
- working with numbers and statistical data*
- dealing with customers including difficult situations.*
- communicate verbally and on the telephone

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

One year of general clerical experience, involving bookkeeping or record keeping

**CITY OF WHARTON**  
***Finance Clerk I***

responsibilities.

**Training:**

Equivalent to a high school diploma.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment utilizing computers; high levels of public contact.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for sitting for prolonged periods of time; general manual dexterity.