

CASHIER/ACCOUNTING CLERK: Salary Range \$2,755 – \$3,352 mo. + excellent benefits. FT non-exempt position. Under supervision of Finance Director, records cash payments, prepares bank deposits, greets public, answers & routes telephone, processes business licenses, assists with preparation of invoices and general accounts receivable and payable, open and close utility accounts, provides general information, performs other general office and clerical duties. **REQUIRES:** HS diploma or GED, min. two years accounting and general office/clerical experience including use of computer programs such as word processing and spread sheets, ability to appropriately use ten-key calculator and other office equipment. Requires excellent customer service, communication, attention to detail, and organizational skills. Bookkeeping experience a plus. This position is represented by the American Federation of State and Municipal Employees. Resume, City Application, and Supplemental Questions are required. Application packet is attached. Closing date: Monday, December 5, 2016, 5:00 p.m. for first reviews, open until filled.

City of Warrenton Class Specification

CASHIER/ACCOUNTING CLERK

Position Title

Salary Range 15

GENERAL DESCRIPTION

Under supervision, records payments received in person, by mail or through drop boxes; greets people entering City Hall and answers telephone; routes phone calls and directs people to appropriate offices or provides requested information.

ESSENTIAL FUNCTIONS OF POSITION

Greet people entering City Hall in person or by telephone; provide them with requested information or direct them to appropriate office; take and forward message when appropriate.

Receives all cash payments; allocates to proper accounts and records receipt in cash receipts program; prepares bank account deposit for submittal to bank. Records deposits in accounting software. Tracks credit card payments and outstanding items at month end. Maintains cash receipt documentation.

Utility Billing customer service including sign up for auto pay, leak adjustment requests, provide customers with account balances and past due balances upon request, answers questions regarding utility billing procedures and rules as stated in the municipal code. Issue burning permits. Provides customer service related to the Community Center including assisting with application and rental process, making reservations in calendar, and processing application paperwork.

Open and close utility accounts; balance cash receipts at the end of the day.

Process, record, and reconcile business license applications. Follow up with non-compliance issues including but not limited to writing letters, making phone calls, and general monitoring. Provides reports as directed.

Prepare monthly reports as required by Finance Department and assist other department staff with general office, clerical, and accounting duties as assigned.

Maintain paid invoices file including filing accounts payable check voucher and attached invoices and annual archiving. Maintain backup tapes and log.

Enter and manipulate data using computer keyboard and video display terminal; use typewriter, ten key calculator, telephone, fax, copier, and printer.

EXAMPLES OF OTHER FUNCTIONS

Provides services of a Notary Public.

Filing.

Order office supplies for all departments and maintain inventory.

Maintains forms, brochures, calendars, and applications for handout to customers.

THE ABOVE DESCRIPTION DOES NOT INCLUDE OTHER DUTIES OF A SIMILAR COMPLEXITY AND RESPONSIBILITY WHICH MAY BE ASSIGNED TO THIS POSITION.

Revised April 01, 2012

QUALIFICATIONS FOR EMPLOYMENT:

Mandatory Qualifications: Graduation from High School, GED, or equivalent; at least two years of work experience in accounting and general office/clerical experience including the use of computer programs such as word processing and spread sheets in an office/clerical environment; ability to appropriately use a ten key calculator and other office equipment.

Desirable Qualifications: College class work in accounting or bookkeeping. Experience in the use of the Windows computer programs Word and Excel.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Work is performed in an office environment requiring periods of sitting with attention to a computer keyboard and video display terminal; light lifting or reaching for files is required; accuracy in recording information is required; frequent interruptions of work may be experienced by customers seeking information in person or by phone or by changing priorities in the office; some stress involved in dealing with unhappy customers.

Supplemental Questions

City of Warrenton
First Review Date: December 5, 2016

Cashier/Accounting Clerk

Supplemental questions must be completed and submitted with application and resume.

1. Describe your skills and experience working in a team-oriented professional office setting.
2. Describe your computer and technology skills, including any office software you have experience with.
3. Describe your work ethic.
4. Describe what particularly interests you about this position and working for the City of Warrenton.
5. Describe how well you work under pressure and with deadlines.
6. Please describe your understanding of customer service.

City of Warrenton

Application for Employment

An Affirmative Action, Equal Opportunity, Employer

"Making a difference through excellence of service"



CITY OF WARRENTON

Applicant Information

Full Name: _____ Date: _____

Last First M.I.

Address: _____

Street Address Apartment/Unit #

City State ZIP Code

Mailing Address: _____

Address Apartment/Unit #

City State ZIP Code

Phone: () _____ Alternate Phone: () _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever been a City of Warrenton employee? YES NO If yes, when? _____

Are you now a City of Warrenton employee? YES NO Dept. _____

Do you have relatives employed by the City of Warrenton? YES NO If yes, indicate name, relationship, dept. _____

Do you possess a valid driver's license Class: YES NO State: _____

Endorsement: _____

(A valid driver's license is required only when stated on the job announcement.)

Office Skills

Typing Speed (wpm) : _____ Can you operate a computer? Yes No

Do you speak a language other than English? YES NO If so, what language? _____

Computer Operation

Describe your computer operation skills, including programs used: _____

Equipment Operation

Describe your equipment operation skills related to the job for which you are applying: _____



Education

High School: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____
High School Equivalency? YES NO School: _____
College: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____
Other: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____

Licenses and Certificates

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

EMPLOYMENT HISTORY: Begin with your present or most recent job. List all jobs separately including on-the-job training, and volunteer work. Please be sure you completely describe in the section below the duties you performed which demonstrate that you are qualified to perform the duties for which you are applying. If in doubt about listing a particular job, it may be to your advantage to list it. Additional pages or a resume may be attached, but all statements on the application must be completed. Incomplete applications may result in disqualification. A resume does not substitute for an application. If a supplemental questionnaire is required, it must accompany this application.

Employment History

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO



Employment History continued

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

IMPORTANT: Employment with the City of Warrenton may require transfer to different shifts or work location. In accepting employment with the City you are consenting to such transfers. Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____