

City of Wapato
Accounting Clerk

Title: Deputy Clerk-Treasurer III
Department: Administrative Office
Report To: Clerk-Treasurer and Deputy Clerk-Treasurer I
Employment Status: Regular Full-time, Non-exempt

SUMMARY:

This position performs a variety of customer service functions in support of the Administrative Office of the City. These functions include but are not limited to: answering customer inquiries by telephone, email, or in person; direct calls and messages to city personnel; sell building permits, yard sale permits, animal licenses and business licenses; taking utility customer payments; and accurately perform cash handling tasks. This position processes utility billing which includes but is not limited to: processing utility applications, makes sure all reads are correct with Public Works Department, processes delinquent notices, door hangers, and shut-off notices, processes utility billing and those eligible for discounts, notification of utility leaks to staff and supervisor. This position is responsible for cemetery business, business licensing, dog licensing, and ordering supplies.

ESSENTIAL JOB FUNCTIONS:

Skilled in providing outstanding customer service skills including ability to communicate effectively, both orally and in writing, to a diverse customer base including youth, adults, seniors, and the disabled.

Perform all duties with a high level of attention to detail and professionalism.

Ability to maintain poise and tact in stressful situations.

To be a self-starter and flexible in work assignments.

Present oneself in a professional appearance.

Able to perform and complete multiple tasks in a busy office environment.

Meet schedules and timelines by planning and organizing work.

Ability to follow directions and work effectively with other employees.

Requires ability to understand, analyze, and recommend appropriate actions.

Ability to work independently and efficiently under minimal supervision.

Receipting all revenues and balancing.

Produce and send in the Excise Sales Tax form to the Department of Revenue.

Produce the agenda for the commission, board, or City Council as assigned. Process the documents after they have been approved by the Council. Produce the minutes of a commission, board, or the City Council.

File all your documents according to the requirements of the State Archivist.

Back-up Accounting Clerk and cross train for Deputy Clerk-Treasurer II.

SCOPE OF RESPONSIBILITY:

Knowledge of office practices and procedures.

Knowledge of business English, composition, spelling, and punctuation.

Ability to employ discretion and maintain confidentiality.

Ability to operate computers, printers, copiers, multi-line phones, fax machines, and calculator.

Familiar with Microsoft Office Outlook, Word, and Excel with beginner knowledge or certificate.

Ability to understand and correctly execute verbal and written instructions.

Communicate effectively both verbally and in writing. Proofread documents.

May be called upon to translate between Spanish and American.

Organize, sort and arrange files according to city and state policy and procedures.

The ability to accurately perform cash handling tasks.

Process cemetery business, utility billing, business licensing, and dog licensing.

MINIMUM QUALIFICATIONS:

High School diploma or GED with 5 years of office and customer service experience.

Technical school certificate or associate's degree preferred.

Knowledge and use of Washing State Budgeting, Accounting, Receipting System (BARS).

Accounting or bookkeeping knowledge with utility billing experience.

Application Software Products or Bias 6 software training preferred.

Bi-lingual (Spanish) is preferred.

Requires a valid Washington State driver's license.

Must be bondable.

PHYSICAL DEMANDS:

The work is performed mostly in an office setting. While performing the duties of this job, the employee is frequently required to bend at the waist and kneel or crouch to retrieve files from cabinets and shelves; stand and sit. The employee must occasionally lift and/or move up to 30 pounds.

The City of Wapato is a drug-free workplace and an equal opportunity employer.