



Finance Department

**City of Gatlinburg
Full Time Position
Accounting Clerk I**

<u>JOB TITLE</u>	<u>GRADE</u>	<u>DEPARTMENT</u>
Accounting Clerk I	5	Finance

JOB PURPOSE:

Performs responsible accounting work greeting walk-in customers, receiving utility bill payments and other municipal fees and payments; does related work as required. Performance is evaluated by the Finance Director.

ESSENTIAL FUNCTIONS:

Receiving, processing, recording and accounting for taxes and fees collected; preparing and maintaining collection records and files.

QUALIFICATIONS:

Graduation from an accredited four year high school and a minimum of one year experience performing accounting and/or bookkeeping functions; strong interpersonal skills and customer service skills. Skill in use of a cash register, computer skills, and 10 key calculator. Preference given for Associate Degree in business administration, accounting, finance, or related.

SPECIAL REQUIREMENTS:

The current starting pay for an Accounting Clerk I is \$26,190.

A post-offer drug screen, background and physical are required for all positions.

Position is open until filled.

Applications are available at City Hall, 1230 East Parkway, Gatlinburg or online at www.gatlinburgtn.gov. No phone calls please.

It is the policy of the City of Gatlinburg not to discriminate on the basis of race, color, national origin, age, sex, or disability pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices and programs.

Accounting Clerk I

Nature of Work

This is responsible accounting work involving responsibility for various accounting functions and processes for the City of Gatlinburg. Activities associated with the job include greeting and assisting walk-in customers, answering the phones and directing calls, receiving payments and generating receipts for utilities, taxes, fees, etc., sorting and distributing mail and opening mail containing payments. Additional duties include balancing the cash drawer, printing deposit slips and cash drawer reports for the daily bank deposit and issuing and balancing TWRA fishing licenses and assisting other accounting staff when necessary. The activities associated with the job require strong accounting and data entry skills, good organizational and decision-making skills, dedicated attention to detail and the ability to maintain detailed files and supporting documentation. Job performance is evaluated by the Finance Director and the Assistant Finance Director through review of the accuracy of completed transactions, level of support and assistance provided to finance department operations and ability to effectively organize work related activities. Job activities are also subject to state and independent audits.

Illustrative Examples of Work

- Greet and assist walk-in customers and provide general information about city operations and services.
- Answer incoming calls, including main City phone number and provide general information and/or refer the party to the appropriate department for further assistance.
- Receive payments and generate receipts for utilities, business taxes, property taxes and all miscellaneous charges paid in person, through the mail or by night deposit.
- Sort and distribute mail for the entire organization and open mail containing payments.
- Balance the cash drawer with checks, cash and credit cards and print cash drawer reports for the daily bank deposit.
- Oversee and assist with issuing and balancing TWRA fishing licenses.
- Oversee and assist with issuing and balancing parking permits and trolley passes.
- Assist the public and departmental personnel with questions pertaining to, billing statements, invoices, payments, etc.
- File invoices and related financial documentation and assist with the maintenance of all accounting files.
- Participate in various cross training efforts to assist with other financial functions for the city.
- Ensure that all data is checked and properly coded for entry into the financial accounting system.
- Perform related duties as required.

Necessary Requirements of Work

Graduation from an accredited four year high school; (an Associate Degree in business administration, accounting, finance, or related field preferred); a minimum of one year experience performing accounting and/or bookkeeping functions; strong organizational, interpersonal and decision making skills; ability to accurately deal with detailed, confidential and complex information; or any equivalent combination of education and experience to provide the following knowledge, abilities, and skills:

- Knowledge of the city's financial operations including tax collections, utility bills, fees for services, etc.
- Knowledge of standard accounting practices and procedures pertaining to the accounts receivable processes.
- Knowledge of computer database applications including word processing and spreadsheet applications.
- Knowledge of TWRA regulations governing the sale of fishing licenses.
- Ability to work with detailed and complex information in an accurate and organized manner.
- Ability to analyze detailed and complex financial information to determine compliance with established program budgets.
- Ability to organize personal activities to meet all established deadlines and reporting requirements.
- Ability to adhere to established organizational policies and procedures pertaining to accounting operations.
- Ability to organize work related files and documentation in an organized and accessible manner.
- Ability to maintain organizational standards of integrity while performing work related activities.
- Ability to interact with co-workers and the public in a courteous, professional, and considerate manner.
- Skill in typing and data entry and the use of computer software applications including word processing and spreadsheet applications.
- Skill in the use of a cash register, computer terminal and 10 key calculator.

Physical Requirements

This is sedentary work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing and exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the work is subject to inside environmental conditions.

City of Gatlinburg
FLSA – Non – Exempt
06/30/2006