

**CITY OF ALVA
JOB DESCRIPTION**

TITLE:	Accounts Payable/Cashier/Deputy Clerk III
DEPARTMENT:	Manager
REPORTS TO:	Office Manager
FLSA STATUS:	Non - Exempt
GRADE:	5
SALARY:	\$25,853.19 - \$35,786.86

NATURE OF WORK

Responsible technical/clerical position requiring the operation of a computer for a variety of functions to include ambulance billing, accounts payable and cashier. Work requires the exercise of discretion and is performed with considerable independence within the framework of established policies. This position reports to the Office Supervisor, but works very closely with the City Business Manager.

ESSENTIAL JOB FUNCTIONS

1. Collects and processes payment from customers over the counter, through the mail and from other collection sites. Such payments are for installation fees or deposits for utilities or other City bills or charges. Will make courtesy phone calls to customers who are on extension cutoff list.
2. Submits ambulance billing charges to processing and collection company. Ensures accuracy of ambulance payments and maintains ledger for ambulance billing and payments.
3. Communicates with citizens and other City employees telephonically or face to face exchanging necessary information regarding service, complaints and other concerns.
4. Performs a variety of clerical duties including use of 10 key calculators, filing computer documents, composes and types necessary correspondence, completes forms and posts information to accounting reports, prepares reports and be required to use a computer.
5. Prepares, processes, issues and monitors routine purchase orders for monthly payments for invoices received to include issuing "Blanket Purchase orders". Matches invoices to purchase orders to be sure invoice amount is reflected on purchase order. Assigns account numbers according to procedures. Prepares monthly payments. Reviews departmental purchase request forms for accuracy, completeness and compliance with City policies and procedures.
6. Issues Purchase Order numbers for departmental purchase requisitions, matches received invoices and packing slips to purchase orders.
7. Communicates closely with other City Departments and the Public.
8. Prepares an assortment of printouts as necessary for the City.
9. Prints and distributes all special forms or reports as required.
10. Cross trains with other department employees to insure the effectiveness of the department.
11. Performs other related work as assigned.

EDUCATION, TRAINING, AND EXPERIENCE REQUIRED

Generally needs high school education/GED and 3 years of general office/clerical work experience with a high degree of public contact and the receipt and accounting for money. Some college course work in related field may substitute for work experience.

SUPERVISORY RESPONSIBILITY

No direct supervisory responsibility, but may provide technical guidance to utility service personnel including meter service employees.

SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED

Must have or be able to obtain a valid Oklahoma driver's license and acceptable driving record. Must be able to be bonded.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of customer service skills and proper public and telephone etiquette especially concerning complaints and the receipt of money.

Knowledge of modern office procedures and ability to effectively use calculators, computer equipment and other office machines; of accounting posting procedures; and ability to handle cash and make change.

Ability to communicate effectively with the public, use telecommunication devices, interpret and relay instructions and directions, file alphabetically, transfer information accurately in writing, compose correspondence and use 4 basic math operations (addition, subtraction, division and multiplications).

Employees must be able to handle large sums of money, properly account for it and to tactfully handle potentially rude or irate citizens.

Must be able to deal with other employees and public as necessary in a tactful and courteous manner.

Must be able to use effectively and efficiently without sights a 10 key calculator and type on a keyboard effectively approximately 40 words per minute.

PHYSICAL/MENTAL REQUIREMENTS

Must be able to sit for at least 4 hours and have good eye/hand coordination.

ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS

Little if any physical inconvenience or discomfort present in the work situation. May be required to work long hours under stressful conditions, limited accommodations, etc.