

Job Title:	Accounts Receivable Clerk
Department/Group:	Finance Department
Level/Salary Range:	\$17.31/hourly to \$20.20/hourly DOQ + benefits (\$36,000 to \$42,000 yearly)
General Purpose	
This position is responsible for recording payments and maintaining accounts receivable records for the City of Dacula.	
Supervision Received	
Works under the general supervision of the Director of Finance.	
Job Description	
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Manage accounts receivable invoices /statements. • Enter finalized cash receipts and update accounts receivable ledger. • Prepare and process daily cash and credit card deposits. • Research and process charge backs and bad checks. • File check stubs and bank receipts. • Maintain payroll records and issue bi-weekly payroll for all City employees. • Maintain monthly reports for all excise tax. • Assist with the Budget preparations. • Assist with the end of the month balancing with Finance Director. • Assist the Superintendent of Elections in the preparation of election notices, ballots, and supplies necessary for municipal elections. • Assist with monthly municipal court. • Type and print reports and letters. • Answer the telephone and provide information to the public. • Assist customers with concerns, complaints, or requests concerning City services. • Perform related work as required by the City Administrator and/or the Director of Financial Services. • Other duties as assigned. <p>ADA MINIMUM QUALIFICATIONS</p> <p>Physical Ability: Essential functions of this position continuously require the ability to remain in a stationary position (sitting or standing); operate a computer and other office machinery, such as a calculator, copier, and printer. Incumbents must continuously be able to think analytically; handle stress and emotion, concentrate on tasks, remember names and other details; examine and observe details; make decisions, and adjust to change. Incumbents must also continuously direct others; meet deadlines; stay organized; use math/calculations and use a keyboard/type.</p> <p>Essential functions frequently require the ability to move about inside the office; and move/transport items up to 10lbs.</p> <p>Essential functions occasionally require the ability to bend body downward and forward by bending spine and legs, and twisting at the waist, hips or knees; reach overhead; push or pull; and repetitively use hands/arms/legs. Incumbents in this position are occasionally required to be on-call and work irregular hours.</p>	

Sensory Requirements: Essential functions regularly require the ability to use effective verbal and written communication; and use of hand/eye coordination and fine manipulation to use equipment.

Environmental Factors: Essential functions of this position continuously require the ability to either work with others or work alone.

MINIMUM QUALIFICATIONS

- Graduation from a senior high school or GED certificate
- Associates Degree preferred
- Ability to enter, retrieve and update information using a computer
- Three years bookkeeping and/or accounts receivable experience
- Two years customer service experience
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above

LICENSING REQUIREMENTS

- Valid Driver's License from state of residency.

KNOWLEDGE AND SKILL REQUIREMENTS

- Ability to make mathematical calculation with speed and accuracy
- Ability to use spreadsheet software to analyze and track data
- Ability to communicate clearly and effectively, both orally and in writing
- Ability to make decisions in accordance with precedents and regulations and apply them to the work situation
- Customer service oriented
- Proven problem solving ability
- Excellent time management skills

ADDITIONAL NOTES

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.