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HUDSON



JOB OPPORTUNITY

Account Clerk II

Current Pay Range (F): \$22.18 - \$34.44 per hour (depending upon qualifications)

Following is a brief overview of the position. Please review the entire job description (attached) for a complete listing of the essential duties, responsibilities, physical demands and working environment, minimum qualifications, and other requirements of this position.

Class Summary

The City of Hudson is seeking a regular full-time Account Clerk II to perform advanced clerical accounting and customer service support work within the Utility Billing Department. This position greets visitors, receives and receipts utility bill payments; balances daily cash receipts; prepares daily transaction reports; prepares and processes deposits; receives requests for utility services; prepares and processes work orders and provides information to customers and the general public regarding utility services and utility bills.

Minimum Qualifications

Graduation from high school or GED and at least three to five years' experience with utility billing related activities and customer service; or any equivalent combination of education and/or experience.

How to Apply

Employment application forms may be download [here](#) and the full job description can be found at www.hudson.oh.us/HumanResources. Completed employment application with resume attached must be submitted by email to HumanResources@hudson.oh.us or fax to (330) 342-1794. **Completed application with resume must be received no later than 4:00 p.m. on Monday, October 7, 2024.** EOE

The City of Hudson is an Equal Opportunity Employer and maintains a policy of Equal Employment Opportunity for all employees and applicants. The City of Hudson does not discriminate in employment or the provision of services on the basis of race, color, national origin and ancestry, gender (sex), religion, age, disability, sex (wages), military status, genetic information, pregnancy, or any other characteristic protected by Federal or State law.

Date Posted: 09/16/2024

City of Hudson, Ohio
ACCOUNT CLERK II

FLSA Status: N

Class Code: Non-Bargaining

Updated: 08/29/2024

CLASS SUMMARY

This position performs advanced clerical accounting work. An employee in a position in this class is responsible for the maintenance and processing of data related to specific departmentally assigned duties within an automated office environment. Employee may assist other office support positions within the respective operational area. Work is performed under general supervision of a Department Director or Supervisor with considerable opportunity for exercising independent judgment in accordance with established policies and procedures. This classification is distinguished from Account Clerk I by the level of difficulty of the accounting clerical work and the independence of action characteristics associated with the work. Work is reviewed through system checks and balances and for timeliness, accuracy and adherence to city policies and procedures through review of records and reports, meetings, and annual performance evaluations.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Any one position may not include all the duties listed nor do the listed examples include all duties which may be found in positions of this class. Allocation of positions to this class will be determined on the amount of time spent in performing the primary duties.)*

Greets visitors and guests and determines the purpose of each person's visit and assists in directing them to the appropriate location or person. Answers, screens, and directs phone calls to staff; takes appropriate messages, schedules appointments, and may enter resident issues into appropriate database for review by appropriate division.

Sorts incoming mail and distributes to appropriate departments or individual.

Posts payments and balances routine financial accounts; prepares routine financial statements and reports.

May assist in the preparation and processing of utility bills; supervises and participates in receiving, reconciling, and depositing funds, reconciling checks, statements, utility bills and computer summary reports; traces, reviews and reconciles records and support documents and determines corrective measures for adjusting inconsistencies and errors; checks the work of meter readers.

May receives and receipt utility bill payments or similar payments; balances daily cash receipts and prepares daily transaction reports; prepares and makes deposits.

May receive requests for set-up of utility services and provide information regarding utility services and utility invoices; prepares and processes work orders.

May audit and process payments for contractual work and vendors; invoices, and other financial documents; reviews receiving reports; verifies calculations, extensions, and discounts for services and purchases; schedules accounts payable transactions for discounts; posts expenditure entries and prepares and generates checks for signature; distributes accounts payable checks.

Maintains and audits supply/equipment expenditure status. May assist in ordering necessary office supplies. Compiles and sorts documents, such as invoices and checks, substantiating accuracy of transactions.

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Processes and maintains accuracy of data for accounting systems for a variety of systems or programs, such as utility billing, accounts payable, inventory control, purchase order invoice tracking, or customer inquiry systems; compiles, reviews and compares invoices against purchase orders, shipping/receiving documents, and vendor statements to ensure accuracy.

Develops and maintains computer generated spreadsheets as necessary; posts and reconciles computer transactions; computes and records charges; calculates totals, net amounts and records computations; makes computations on separate adding and calculating machines.

Maintains filing systems for retrieval and coordination of information within and across operational areas; accepts and posts payments, balances cash or petty cash drawer.

Responds to requests for information from management, employees and the general public; coordinates information and enters work order information into database for appropriate operational areas; prepares sufficiently detailed reports for public meetings and/or discussions; sends notification correspondence and assists in resolution of public or customer concerns.

May prepare, review, and coordinate official documents for performance and material contracts for appropriate divisional operation. May assists with request for proposals (RFP).

Enters data in electronic databases and maintains information and records for accuracy and record retrieval.

Must provide a high level of customer service by being courteous, responsive, respectful and helpful in all interactions with staff, superiors and the general public.

Must establish and maintain effective working relationships with superiors, employees, vendors, financial institutions and the general public.

Must have regular, reliable, and punctual attendance.

Must follow and comply with City rules and policies.

May perform other duties as assigned.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT *(The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee is regularly required to sit, stand, and handle or operate standard office equipment. The ability to enter data into computer terminals in a sustained manner is required. The employee is frequently required to talk or hear. Specific vision abilities required by this job include close vision.

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MINIMUM QUALIFICATIONS

Work requires possession of a high school diploma, or GED.

Two to three years' experience with bookkeeping, accounting, auditing, and general accounting principles, practices, methods, functions and procedures; or any equivalent combination of education and/or experience that provides the following knowledge, abilities, and skills:

- Knowledge of office practices and procedures.
- Knowledge of modern computer data entry procedures.
- Some knowledge of, or ability to quickly learn, account clerical procedures and practices endemic to assignment.

Ability to interpret and apply complex policies, regulations, codes, and procedures.

Ability to make accurate mathematical calculations.

Ability to key alpha numeric data quickly and accurately and to recognize and correct data entry errors.

Ability to maintain confidentiality regarding financial matters.

Ability to communicate effectively with a variety of work-related contacts, both orally and in writing.

Ability to effectively plan, organize, schedule, and prioritize activities, tasks, and assignments.

Ability to maintain complex records and prepare meaningful clear, concise, and accurate reports.

Ability to answer inquiries from the public in a respectful, tactful, courteous, effective, and professional manner.

Ability to quickly learn and use a variety of management software programs.

Skill in the use of computer software and data-entry equipment. and the ability to .

Skill in establishing and maintaining effective working relationships with superiors, employees, vendors, financial institutions and the general public.

LICENSE, CERTIFICATE, OR OTHER REQUIREMENTS *(All required licenses and certificates must be current, and the privileges granted under each cannot be suspended or otherwise encumbered.)*

None required