



ACCOUNT CLERK
\$2,905 to \$3,529 Per Month – Plus Comprehensive Benefits
Three-Quarter Time Position - 30 hours per week

The above salaries include a 6% salary concession due to COVID-19 budget reductions. Salary concession will be in place through at least December 26, 2020.

APPLICATION DEADLINE: October 19, 2020 by 5:00 p.m.

GENERAL PURPOSE

The Account Clerk is a para-professional, clerical accounting position which performs accounting and finance-related clerical and administrative functions in support of City accounts receivable, accounts payable, business licensing, transient occupancy tax, and other accounting and bookkeeping activities.

SUPERVISION RECEIVED

Works under the general supervision of the Senior Accountant.

SUPERVISION EXERCISED – None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Processes, issues, tracks, and answers questions from the public relating to business licenses.

Accepts, verifies, summarizes, tracks, balances, and records cash receipts; prepares and balances bank deposits; issues cash receipts; in a timely and accurate manner.

Prepares, records, and tracks City billings for services, rents, transient occupancy tax, and other accounts receivable; answers inquiries from the public and City staff concerning the City's accounts receivable records.

Accepts, verifies, codes, and records vendor invoices into City's financial database in an accurate and timely manner.

Verifies that invoices submitted for payment are in compliance with the City's purchasing policy.

Answers telephone and greets public, prepares reports and correspondence; performs other finance-related clerical duties as directed.

Answers inquiries from the public, vendors, payees, City staff and others about the account payable procedures.

Reconciles the City's bank statements, including LAIF accounts.



NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- (A) Working knowledge of computers and electronic data processing; modern office practices and procedures; and governmental accounting practices and procedures.
- (B) Skill to proficiently operate listed tools and equipment.
- (C) Ability to perform calculations and analyses accurately; write concise and accurate reports and correspondence; establish and maintain professional relationships with other City staff, management, elected officials, and the public; maintain confidentiality of employer financial records; and work under time pressure and/or with frequent interruptions.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; 10-key calculator, postage machine, phone, fax and copy machine.

PHYSICAL DEMANDS

The physical demands 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 frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderately quiet.

APPOINTMENT AND BENEFITS

Appointment: Appointment is subject to successfully passing a pre-employment physical, background, financial and criminal history check. Before starting work, applicants must present documentation of their identity and authorization to work in the U.S. Following appointment, a six-month probationary period may be required as the final phase of the appointment process. Names of successful candidates who do not receive a job offer will be placed on an employment list which may be abolished at any time and no longer than one year from the date of the job announcement.

Benefits: Retirement: CalPERS; 2.5%@55 for classic CalPERS members, 2%@62 formula for new
ACCOUNT CLERK

CalPERS Members. Medical: contribution by the City to your health, dental and vision care; life insurance; a 457 plan, and Employee Assistance Programs. Other benefits also include vacation, sick leave, and holidays. The City does not participate in Social Security. The City offices are closed for one week, without pay, usually between Christmas and New Years.

APPLICATION AND TESTING PROCESS

Application and resume must be submitted to Liz Nichols in the Personnel Department, 420 Capitola Ave., Capitola, CA 95010, by mail or email to lnichols@ci.capitola.ca.us. An application may be obtained by calling 831-475-7300 or by going to the City's website at



www.cityofcapitola.org. Applications will be reviewed for accuracy, completeness and job-related qualifications. A limited number of persons whose application materials clearly demonstrate they most closely meet the requirements may be invited to participate in the selection process which may be any combination of written, oral, and/or performance exams.

Reasonable accommodations for disabled applicants will be made. If special accommodations are necessary at any stage of the examination or application process, please provide the City of Capitola with advance notice and every attempt will be made to consider your request.

The City of Capitola encourages workplace diversity and is an equal opportunity employer. The City of Capitola is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.

NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.