

# CITY OF BIG BEAR LAKE

## CLASS SPECIFICATION

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**Class Title:** Account Clerk

**Class Code Number:** 3020

**Position Designation:** Clerical/General

**Division:** Finance

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### General Purpose of Position

The purpose of this position is to provide clerical and basic accounting support to the Finance Department. This position reports to the Finance Supervisor.

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### RESULTS STANDARDS

Results Standards set guidelines for the quality and correct procedure expected when performing any task for the City of Big Bear Lake.

- I. Customer Service:**  
Government service is provided in a professional and effective manner with an emphasis on responsiveness and accessibility to both employees and the public.
- II. Professionalism:**  
Job duties are consistently performed in a legal and ethical manner consistent with the code of conduct and standards applicable and appropriate to the position and particular specialized area.
- III. Production:**  
Employee labor products are of high quality and are produced in a timely and cost-effective manner.
- IV. Critical Thinking:**  
Decisions are made utilizing appropriate problem identification, analysis, and evaluation processes with a continual emphasis on innovation, ethics, and professionalism.
- V. Teamwork:**  
Goals common to the organization are achieved through cooperation, coordination, and the development of professional relationships.
- VI. Professional Development:**  
Employees are empowered to perform their jobs at the highest level and are encouraged to improve both personally and professionally. The overall quality of professionalism in the organization is improved through commitment, training, involvement, and education.
- VII. Leadership:**  
Efficiency, effectiveness, and teamwork are promoted by all employees. The values of the City are properly communicated through the behavior of organizational leaders in a manner appropriate to their position.

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### FORMAT

**Result Statements:** (in bold) describe common results expected of the Department or results specific to a particular position.

Performance Standards (preceded by a ) describe the specific manner in which the associated Result Statement is achieved by this position. Multiple Performance Standards can be associated with each Result Statement and define the expectations for employee performance.

**A. General ledger accounting is provided to track City accounts.**

- Support is provided as directed by the Finance Director or designee.

**B. Financial reporting, auditing, and fixed asset management are conducted to ensure that sound accounting and financial procedures are being followed; City, State, and Federal guidelines are adhered to; money is properly appropriated and accounted for.**

- Monthly vendor statements are reconciled in a timely manner.
- Support is provided as directed by the Finance Director or designee.

**C. Payroll, accounts payable, accounts receivable, purchasing, and cash disbursement services are provided in a timely and accurate manner.**

- Accounts receivable and payable records (including databases) are maintained in an orderly manner.
- Correspondence is prepared to facilitate the collection of unpaid debts to the City.
- Business license applications are accepted and reviewed in accordance with City procedures.
- Daily deposits are prepared and delivered in accordance with City procedures.
- Incoming invoices are sorted and routed to appropriate Departments.
- Check requests are reviewed and/or prepared to ensure compliance with City procedures and processed in an accurate and timely manner.
- Cash receipts are logged and posted to appropriate accounts and documentation is maintained for annual auditing.
- Additional duties are sought out and performed with management approval in order to increase the professionalism, effectiveness, and/or overall quality of the Department.
- Support is provided as directed by the Finance Director or designee.

**D. Budget services are provided to establish a master plan for financial management of the City.**

- Assistance is provided in preparing the City's annual operating budget as directed by the Finance Director or designee.
- Support is provided as directed by the Finance Director or designee.

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### Qualifications

**Education:** High school or equivalent is required. An Associate=s degree is preferred.

**Experience:** Three years experience performing financial services in a municipal setting is preferred.

### Knowledge, Skills, Abilities, and Personal Characteristics

This position requires a general knowledge of accounting principles and municipal financial operations. A general knowledge of standard office equipment (including a PC) and practices is required.

The individual should be able to exercise sound judgment, be able to plan, be well organized, have good verbal and written communication skills, work well under pressure, be proactive, flexible, and cooperative. The individual should also be accurate, timely, and discreet.

### Physical Requirements

The following requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may require extended periods of sitting. Light lifting (up to 25 lbs.) is required occasionally. This position requires manual manipulation of a keyboard, phone, and other standard office machines.

### Tools

This position requires the use of a PC, word processing, and spreadsheet software, and standard office equipment.

### Work Environment

Work will be performed in an office at City Hall exposed to moderate levels of noise. The majority of work associated with this position will be performed sitting down, word processing or answering the phone. This position involves a substantial amount of contact with both employees and citizens both face to face and over the telephone.