

## **CITY OF SAVANNAH JOB DESCRIPTION**

**JOB TITLE:** ACCOUNT CLERK I

**DEPARTMENT:** Utility

**CLASSIFICATION:** Non-Exempt/Regular Full-Time Employee

**REPORTS TO:** Office Manager

**PREPARATION DATE:** March 15, 1995

**REVISION DATE:** August 26, 2021

**DEFINITION:**

Employees in this class are under general supervision. They can receive funds and must account for funds received. They perform skilled secretarial and clerical tasks relating to the administrative functions of the City. They must have functional skill levels in accounting and in the use of all office machinery and equipment.

**EQUIPMENT/JOB LOCATION:**

The employee will operate a computer including peripheral hardware, calculator, copier, fax machine and other modern office and records equipment.

The employee works mainly indoors in an office environment.

**ESSENTIAL FUNCTIONS OF THE JOB:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

Receive cash funds and account for all funds received.

Provide effective and courteous service which will involve repeated acts of rising and sitting and will involve prolonged periods of being on one's feet.

Produce letters, memoranda, forms and other data, records and correspondence with a computer.

Type with accuracy a minimum of 45 words per minute and must be computer literate.

Communicate both by telephone and in person effectively with other employees and members of the

general public relative to City affairs, criticisms and complaints.

Produce and/or perform accounting and statistical tasks such as payroll and personnel functions, tax, pension and other reports.

Must, with training, be able to perform necessary tasks to implement property tax, business tax and other revenue vehicle applications and collections.

Perform outside office chores such as mail and post-office responsibilities and incidental office errands.

Serves on various City related committees and/or employee groups.

Maintain routine accounting, purchasing, personnel and miscellaneous records.

The employee will operate a computer including peripheral hardware, calculator, copier, fax machine and other modern office and records equipment.

The employee works mainly indoors in an office environment.

**REQUIRED KNOWLEDGE AND ABILITIES:**

Knowledge of business English and arithmetic.

Knowledge of modern office practices and equipment including knowledge of various computer programs such as Word, Excel, etc.

Knowledge of departmental rules, regulations, procedures and functions.

Knowledge and characteristics to perform tasks, duties and functions above hereon indicated or; where necessary and feasible, the ability to acquire such knowledge.

Ability to understand and to follow oral and written instructions.

Ability to communicate.

Ability to establish and maintain an effective working relationship with the public and other employees.

**QUALIFICATIONS:**

Graduation from a standard high school, including or supplemented by courses or training in general office practices, accounting, typing and computer usage, or equivalent.

Must be able to pass a physical and a drug test by a licensed physician.

Must possess a valid Tennessee Driver's License.

**ADA COMPLIANCE:**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*The City of Savannah, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT:**

This job description reflects the general duties and responsibilities of this position and is not all-inclusive. The employee may be assigned other duties that are not specifically included.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date