



Town of Hillsborough Positions Descriptions Account Clerk I/II/III/IV

Department: Finance
FLSA Status: Non-Exempt

Bargaining Unit: Public Works and Clerical
Revision Date: 8/2/00

GENERAL PURPOSE

Under immediate supervision, performs a variety routine administrative tasks requiring knowledge of Town procedures and policies

ESSENTIAL DUTIES AND RESPONSIBILITIES

Incumbents in this position typically perform but are not limited to the duties noted below on a regular basis:

- Provide a high level of customer service when assisting members of the public and vendors with questions concerning businesses licenses, finance procedures and general information in person, by telephone and written correspondence;
- Compiles information and materials in accordance with established formats;
- Reviews documents to ensure accuracy, completeness and conformance to applicable rules and regulations;
- Maintains and updates filing systems;
- Enters data into computer;
- Operates 10-key machine;
- Drafts routine correspondence;
- Assists with the performance of other clerical functions as needed;
- Cross-trains in various financial functions, which may include accounts payable, payroll, and utility billing.

DESIRED MINIMUM QUALIFICATIONS

Candidates for the position should possess the equivalent of a high school diploma; Required experience for level I is 1 year of experience working in an office environment; level II is 2 years experience in accounting field; level III is 3 years accounting experience and some college-level coursework in accounting; level IV is 3 years accounting experience and AA degree in accounting. Knowledge of office practices and procedures including filing systems; record-keeping; basic mathematics; proper correspondence forms and composition; spelling; grammar; and workplace safety procedures. Skills to operate 10 key machine, computer programs including word processing, database and spreadsheet applications, and other office equipment. Ability to provide the highest levels of customer service; communicate effectively with coworkers and members of the public; establish and maintain working relationships; understand and carry out oral and/or written instructions; prepare concise and accurate reports.

City Manager: _____ Date: _____