

SENIOR FINANCE CLERK

DEFINITION

To organize, assign and review the work of assigned personnel engaged in a variety of clerical accounting duties; to perform clerical accounting duties requiring specialized knowledge; and to provide administrative support to assigned supervisor.

DISTINGUISHING CHARACTERISTICS

The Senior Finance Clerk is the advanced journey level in the Finance Clerk class series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series and may provide technical and functional supervision over assigned personnel. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management or supervisory staff.

Exercises technical and functional supervision over clerical accounting staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Plan, prioritize, and review the work of staff assigned to a variety of clerical accounting functions.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Perform the most difficult work related to area of functional responsibility which may include utility billing, licensing, accounts payable/receivable, payroll, or consolidated billing; handle bad debt, delinquent account and bankruptcy processes.

Handle difficult or sensitive interactions with customers or other members of the public, in person, by telephone, or e-mail; work with vendors and suppliers as related to area(s) of assignment.

As assigned, accept payments, prepare and reconcile receipts; prepare cash deposits; enter data into an accounting system.

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Maintain payment programs and assistance programs.

Reconcile records and sub-ledgers of assigned functional area(s) to the accounting system and verify accounting entries.

Prepare documentation and routine and/or special technical reports to local, State, or Federal agencies; maintain liaison with other agencies as appropriate to area(s) of assignment.

Research/troubleshoot and resolve the more complex/technical discrepancies.

Develop and analyze productivity reports; develop recommendations for improvement and increase efficiencies.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Provide and coordinate staff training; work with employees to correct deficiencies.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

As assigned, assist/lead system upgrade for functional area, including development, testing, and implementation of changed processes; collaborate with IT department and software company.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of technical and functional supervision and training.

Methods and practices of bookkeeping and financial/statistical record keeping.

Methods, concepts and terminology used in financial systems accounting, and cash/general ledger processes.

Modern office methods including personal computer applications such as automated accounting information systems, spreadsheet, and database software.

Pertinent local, State and Federal laws, rules and regulations related to area of assigned responsibilities.

Ability to:

Organize, assign and review the work of staff engaged in a variety of clerical accounting duties.

Intermittently review documents related to department operations; observe, identify and problem-solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem-solve office issues for the public and with staff.

On a continuous basis, sit at desk and/or stand at counter for long periods of time. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 10 pounds or less.

Perform the most complex and difficult duties related to clerical accounting with speed and accuracy.

Use modern office equipment including personal computer applications such as automated accounting information systems, spreadsheet, and database software.

Interpret and apply City municipal codes, policies and procedures.

Maintain confidentiality of a wide range of sensitive information.

Work with a wide variety of customers, the public, and others in a respectful and effective manner to resolve problems or complaints.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of experience similar to that of a Finance Clerk II with the City of Roseville.

AND

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Training:

Equivalent to the completion of the twelfth grade; supplemental course work in accounting, office management, computer science or related field is desirable.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

08-25-12 Senior Finance Clerk

CSR Utility Specialist

7-22-03

Senior Account Clerk

09-05-00

10-01-88