

# CITY OF CHOWCHILLA CALIFORNIA



## EMPLOYMENT OPPORTUNITY

### Account Clerk I

\$15.87-\$20.31 per hour

The City of Chowchilla is seeking an Account Clerk I, under general supervision from the Finance Director, to perform day-to-day operation of one or more of the following areas: clerical, bookkeeping, accounting and administrative work in accounts payable, accounts receivable, payroll, and general finance functions; performs routine clerical, administrative and financial work by receiving payments from customers or others for payment of goods or services received; and performs related duties as required.

1 Part-Time Position Available

**APPLICATION DEADLINE: Friday March 23, 2018, by 4:00 PM**

Applicants are recommended to apply and submit application materials online at [www.CalOpps.org](http://www.CalOpps.org). Application materials can also be emailed or hand-delivered to Chowchilla City Hall, Human Resources, 130 S Second Street, Chowchilla, CA 93610; emailed to [CityClerk@CityofChowchilla.org](mailto:CityClerk@CityofChowchilla.org).

#### THE POSITION

This is the semi-skilled level for the accounting clerical series. Employees in this classification perform the simpler tasks in the finance department, or may be assigned duties similar to the Account Clerk II for training purpose, or under close supervision.

**Prerequisites:** Any combination equivalent to graduation from high school supplemented by courses in data processing, office and business practices, and accounting classes. Some positions may require minor driving for pick-up and delivery. In these cases, possession of a valid Class C California Motor Vehicle Operators License is required.

**Qualifications/Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Knowledge of:** English language, math, operations, services and activities of a public works maintenance program; principles of lead supervision and training.
- **Skills in:** Internal and external communications, operational characteristics of mechanical equipment and tools used in the area of work assigned. Occupational hazards and standard safety precautions necessary in the area of work assigned. Principles and procedures of record keeping.

- **Ability to:** Independently perform maintenance, construction and repair work in the area of work assigned. Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations. Perform heavy manual labor, follow verbal and written directions, establish and maintain cooperative working relationships with others, read and write at the level required for successful job performance.

**Essential functions of the position include:**

- Cashiering: Operates cash register to record transactions and prepare transaction records for computer input; Makes change, cashes checks, and issues receipts for customers; Reconciles cash on hand with daily transactions and prepares daily reports; Collects fees for business licenses; Reads cashier tapes and computer files to maintain business license records; Processes business license applications and coordinates with other department personnel for approvals; Invoices business for license renewals; Issues business licenses, computes and collects license fees.
- Payroll: Assists with payroll; Maintains employee master file; Compiles payroll data such as hours and deductions from time sheets and other records; Prepares computer input forms, enters data into computer files and posts payroll records
- Accounts Payable: Processes purchase orders; Maintains purchase order log; Enters purchase orders and invoices for payment; Checks all claims for accuracy and verifies account codes for proper assignment of budget expenditures; Prepares automated manual warrants Enters expenditures data on ledgers, control sheets, vouchers, warrants and other accounting records; Enters accounts payable expenditures into financial system.
- Financial: Enters receipts, journal entries and other financial transactions into the computer system; Assists in reconciling general ledger to various expenditure reports; Prepares periodic financial, statistical or operational reports as assigned.
- Peripheral Duties: Receives the public and answers questions; Responds to inquiries from employees, taxpayers and the general public; Assists in setting up, closing and amending accounts; Receives, stamps, and distributes incoming mail; Fills in for other positions during absences; Composes, types, and edits a variety of correspondences, reports, memoranda, and other material requiring some judgment as to content, accuracy, and completeness.

**SELECTION PROCEDURE**

Candidates must submit application materials that include a complete and signed employment application and copies of the required certificates listed under the PREREQUISITES in the Job Description. The materials can be uploaded to the online application through CalOpps; or, mailed or hand-delivered to Chowchilla City Hall, Human Resources, 130 S. Second St., Chowchilla, CA 93610, or emailed to [CityClerk@CityOfChowchilla.org](mailto:CityClerk@CityOfChowchilla.org).

Candidates considered to be best qualified based on the information provided will move forward in the recruitment process. The applicant who is ultimately chosen for the position will have to pass a background check, drug test and physical exam.

**Benefits Include:**

Sick Leave:	24 hours after 90 days of employment; then, annually on July 1 of each year
Retirement:	CalPERS is available to employees at the PEPRA rate, depending on eligibility. The City does not participate in Social Security.

Medicare: City pays 1.45% of salary; employee pays 1.45% of salary.  
SDI: 1% of salary paid by employee.

The City of Chowchilla is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, political affiliation, age, marital status, medical condition, or disability. The City of Chowchilla makes reasonable accommodations for the disabled. If you believe you require special accommodations in the testing process, you must inform the City of Chowchilla in writing prior to the testing. Applicants that request such accommodations must document their request with an explanation of the type and extent of accommodations required.

The provisions in this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked at any time.