

**JOB DESCRIPTION**  
**The City of Sandusky**  
**Senior Accounting Clerk II**  
**Customer Accounting Office**  
**Pay Range 07**  
**Finance Department**

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**Job Title: Senior Accounting Clerk II**

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**Reports To: Senior Account Clerk III, Finance Director and/or Senior Accountant/Auditor**

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**Supervises Directly: None**

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**Supervises Through Subordinates: None**

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**Purpose for the Position:**

**To perform office, clerical work and accounts receivable procedures, contact with the public, in person, by mail, by phone, or with whatever method available in a team oriented environment. Work usually involves explanation to the public and others of established policies and regulations. Receives and accounts for payment from customers, and handling or channeling complaints to proper personnel. To account for collections made by this office. Responsible for legal work, maintaining accounts receivable, invoicing and collection of current and delinquent invoices. To audit all utility billing, prepare service orders, handle complaints and analyze errors. To operate computer and peripheral equipment to process business data according to operating instructions.**

**Essential Responsibilities:**

*Provide customer service in person, by mail, by phone, or by whatever method available.*

*Audits all utility billing, keeping utility statistical controls.*

*Cross trained in all positions and must be capable of handling all aspects of the office.*

*Prepares and processes service orders, handles complaints.*

*Provides training.*

*Prepares water and sewer billing to county.*

*Prepares and enters into computer adjustments.*

*Responsible for utility file maintenance.*

*Issues receipts, collects payments from various sources.*

*Reconciles money, receipts, and utility bills at a predetermined time each workday.*

*Legal work, maintaining accounts receivable ledger.*

*Invoicing and collection of current and delinquent invoices.*

*Assists in preparing of job procedures and policy manuals.*

*Accepts applications for utility service, complaints, and public relations.*

*Enter commands, using computer, and presses buttons and flips switches on computer and peripheral equipment, such as tape drive, printer, data communications equipment, to integrate and operate equipment, following operating instructions and schedule.*

*Notifies supervisor of errors or stoppage and resume operations.*

*Performs related office work as trained and required.*

*Grants extensions of credit prior to shutoff date.*

*Work with auditors from various state agencies.*

*Processing of miscellaneous licenses.*

*Ability to understand and communicate written instructions.*

*Related and other duties as required.*

*Responsible to self-initiate activities consistent with the City of Sandusky's and department's goals and objectives.*

*Must report for work at required time and date and maintain a responsible attendance record.*

*The ability to follow a supervisor's instructions, tolerate certain levels of stress, and attend work on a punctual, regular basis.*

*The avoidance of violent behavior that threatens the safety of other employees.*

**Skills and Abilities:**

*Ability to work in, and be dedicated to, a team oriented atmosphere.*

*Knowledge of modern office methods and procedures,*

*Knowledge of utility accounting principles.*

*Ability to supervise small office staff engaged in clerical and bookkeeping operations,*

*Ability to establish and maintain working relationships with other employees and the public.*

*Skill in computing difficult arithmetic problems.*

*Compute and record numbers correctly.*

*Follow procedures for keeping records.*

*Use eyes, hands and fingers at the same time to enter figures in books and forms, or to operate a calculator or personal computer.*

*Perform work that is routine and detailed.*

*Read and copy large quantities of numbers without error.*

**Physical Demands:**

*Sedentary Work: Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push or pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.*

**Environmental Conditions:**

*Inside: Protection from weather conditions but not necessarily from temperature changes. A job is considered "inside" if the worker spends approximately 75 percent or more of the time inside.*

***Reasoning, mathematical and language development are indicative of the general level of development required to do this job. Some, but not necessarily all, areas mentioned in this section would be included in this job.***

**Reasoning Development:**

*Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.*

**Language Development:**

**Reading:** *Read and understand instructions, safety rules, etc.*

**Writing:** *Write reports with proper format, punctuation, spelling and grammar, using all parts of speech.*

**Speaking:** *Speak with poise, voice control and confidence, using correct English and well-modulated voice.*

**Math Development:**

*General Math: Practical application of fractions, percentages, ratio, and proportion, mensuration, logarithms, practical algebra, geometric construction and essentials of trigonometry.*

**Relationships to Data, People and Things:**

**Data:** *Compiling: Gathering, collating or classifying information about data, people or things. Reporting and/or carrying out a prescribed action in relation to information is frequently involved.*

**People:** *Taking Instructions-Helping: Helping applies to “non-learning” helpers. No variety of implicit wishes of people is involved in this function.*

**Things:** *Operating-Controlling: Starting, stopping, controlling and adjusting the progress of machines or equipment. Operating machines involves setting up and adjusting the machine or materials as the work progresses. Controlling involves observing progress of operations and turning devices to regulate reactions of materials.*

**Specific Vocational Preparation:** *Specific Vocational Preparation includes an occupationally significant combination of: vocational education, apprentice training, in-plant training, on-the-job training, or essential experience in less responsible jobs which lead to the higher job or serving in other jobs.*

*Over 1 year up to and including 2 years.*

**To do this job, you must have the following licenses or certifications before being hired:**

*None.*

***To do this job, you must have the following amount of total education and/or experience:***

*(If hiring someone into this position, what would be the minimum amount of experience and education that would be required in order for the incumbent to have a reasonable expectation for success.)*

*A high school diploma and two years experience in utility accounting*

*OR, considerable training in utility accounting*

*OR, equivalent level of education and experience.*