



## EMPLOYMENT OPPORTUNITY

# ACCOUNT CLERK I/II

*(Bilingual-Spanish preferred. Not required.)*

**Account Clerk I: \$2,526 - \$3,069 monthly (paid bi-weekly)**

**Account Clerk II: \$2,787 - \$3,389 monthly (paid bi-weekly)**

**Open: Monday, March 12, 2018**

**Closed: Sunday, March 25, 2018**

*(Or until the maximum applicant pool received – 100)*

**Apply at: [www.calopps.org](http://www.calopps.org)**

*A completed online employment application and questionnaire is REQUIRED*

Incomplete, late, emailed, faxed and hard copy applications will NOT be accepted.  
Resumes will NOT be considered in lieu of the required employment application.



### **POSITION SUMMARY**

Under supervision (Account Clerk I) or general supervision (Account Clerk II), performs a wide variety of responsible clerical and technical accounting work involved in performing financial record keeping and reporting duties in support of assigned accounting system, function, or program area including in the areas of utility billing, accounts receivable, accounts payable, payroll, business licenses, and revenue collection and cash management; provides information and assistance to the general public and City departments; maintains file and records; and performs a variety of clerical tasks relative to assigned area of responsibility.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

### **DISTINGUISHING CHARACTERISTICS**

**Account Clerk I** - This is the entry-level class in the Account Clerk series performing the more routine and less complex clerical accounting support and customer service assignments while learning City policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Account Clerk II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. This classification is flexibly staffed with Account Clerk II. Advancement to the "II" level is based on demonstrated proficiency in performing the assigned functions and is at the discretion of higher level supervisory or management staff.

**Account Clerk II** - This is the full journey level class within the Account Clerk series. Employees within this class are distinguished from the Account Clerk I by the performance of the full range of clerical accounting support duties as assigned including performing the full scope of clerical financial record keeping transactions, customer service functions, and related support duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and

are generally filled by advancement from the “I” level, or when filled from the outside, require prior experience. Advancement to the “II” level is based on management judgment and/or certification or testing that validates the performance of the full range of job duties. This classification is distinguished from the Senior Account Clerk in that the latter is responsible for the more complex and difficult technical duties within the area of assignment and may provide lead direction to other Account Clerk positions.

**EXAMPLE OF ESSENTIAL DUTIES** – For a complete job description, visit [www.ci.ceres.ca.us](http://www.ci.ceres.ca.us).

1. Perform a variety of responsible clerical accounting and financial office support duties in support of assigned accounting system, function, or program area including in the areas of utility billing, accounts receivable, accounts payable, payroll, business licenses, and revenue collection and cash management.
2. Prepare, maintain, and/or verify a variety of accounting, financial, and statistical records, ledgers, logs, and files; gather, assemble, tabulate, enter, check, verify, balance, adjust, record, and file financial data; codes data according to prescribed accounting procedures; reviews information to ensure accurate reporting; resolve discrepancies; establish and maintain various files and records.
3. Perform data entry; post receipts and other information to various city accounts and funds.
4. Assist in the preparation of financial, accounting, and statistical statements, analyses, documents, and reports; assist other accounting staff and departmental management in the preparation of reports; gather and organize data.
5. Prepare daily City deposits and post appropriate journal entries.
6. Prepare and submit all warrants and warrant list for review and approval.
7. Perform a full range of customer service duties related to area of assignment; provide information to the public and City staff requiring the use of judgment and the interpretation of policies, rules, and procedures.

**EDUCATION AND EXPERIENCE GUIDELINES** - Any combination of education and experience that would likely provide the required knowledge and abilities, may qualify. A typical way to obtain the knowledge and abilities would be:

#### **Account Clerk I**

**Education/Training:**

Equivalent to the completion of the twelfth grade. Additional education is highly desirable.

**Experience:**

One year of responsible and specialized clerical, accounting clerical, or administrative/business experience with a strong emphasis on communications.

#### **Account Clerk II**

**Education/Training:**

Equivalent to the completion of the twelfth grade. Additional education is highly desirable.

**Experience:**

Two years of responsible clerical accounting experience comparable to that of an Account Clerk I with the City of Ceres.

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office environment with extensive public contact and frequent interruptions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** Ability to see in the normal visual range with or without correction. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Hearing:** Ability to hear in the normal audio range with or without correction.

## **BENEFITS**

Benefits and compensation for this job classification are administered under the Miscellaneous Bargaining Unit Agreement. **Health:** The City contributes toward the combined monthly premiums for medical, dental and vision a maximum of \$710, \$1,470 or \$2,090, dependent on level of medical coverage enrollment. Employee contributions to health premiums are taken as pre-tax deductions. Employees eligible to waive medical coverage, receive \$200 per month in taxable compensation. Carriers include: Blue Shield HMO, Blue Shield HMO Trio, HDHP/PPO, Kaiser; Stanislaus Foundation Dental and Vision. Some of the monthly plan premium options are currently at NO COST to the employee and family!

**Voluntary Benefits:** The City contributes \$100 per month through a qualified Section 125 plan for the purchase of voluntary benefits (e.g. Life/AD&D, long-term disability, and FSA for daycare and unreimbursed medical expenses). Employee contributions to certain voluntary benefits are taken as pre-tax deductions. If the employee does not utilize the entire allowance for benefits, the City shall contribute the remaining balance to employee's deferred compensation account, Retiree Health Savings or Health Savings Account, as applicable.

**Other Benefits & Leave:** The City provides an Employee Assistance Program; voluntary options for Deferred Compensation; 12 paid Holidays; sick and vacation leave.

**Pension:** The City requires employee membership in the Stanislaus County Employees' Retirement Association (StanCERA), as governed by County Employees' Retirement Law of 1937 and Public Employees' Pension Reform Act (PEPRA). "*Classic members*" (currently or within the last six (6) months a member of StanCERA or subject to reciprocity with another eligible retirement plan) are enrolled in the City's 2% @ 55 plan; final compensation at retirement is based on the single highest year. Non-classic or "*new members*" are enrolled in the 2% @ 62 plan, and employees are required to pay 50% of the normal contribution rate as prescribed by PEPRA, currently 7.7%, on a pre-tax basis; final compensation at retirement is based on the average of the three highest years.

The City also participates in Social Security, which has a mandatory 7.65% contribution for Social Security and Medicare.

**Miscellaneous benefits** – The City provides an Employee Assistance Program, voluntary options for Deferred Compensation, Life Insurance and Long-Term Disability, 12 paid Holidays, Vacation accrual based on years of service with maximum accrual of 480 hours.

## **EXAMINATION PROCESS**

Those applicants, who meet the employment qualifications, will be contacted via email regarding next steps in the recruitment process. Candidates who achieve a top ranking score, will be invited to an Oral Panel Interview Test. Candidates who achieve a passing score of 70% and above on the Oral Panel Interview Test, will be certified on an Employment List and may be contacted for an in-person interview with the Director of Finance.

## **SELECTION PROCESS**

Offers of employment may be subject to successful completion of a pre-employment background check, fingerprint clearance, and a physical examination, including a drug test. An additional condition of employment includes employment verification and authorization to work in the United States, by completing the I-9 verification form designated by Immigration and Naturalization Services.

**PLEASE NOTE:** The provisions of this bulletin do not constitute a contract or offer of employment expressed or implied.

## **AMERICANS WITH DISABILITIES ACT**

Individuals with qualified disabilities as defined by the ADA and FEHA, who need reasonable accommodation to participate in any of the examinations administered by the City of Ceres, must notify the Human Resources Department in writing prior to the final filing date for this recruitment. Official documentation of your functional limitations may be required.

**THE CITY OF CERES IS AN EQUAL OPPORTUNITY EMPLOYER  
COMMITTED TO DIVERSITY**