

**CITY OF BRECKSVILLE**  
**Job Description**

**Job Title:** Finance Clerk  
**Department:** Finance  
**Reports To:** Finance Director  
**FLSA Status:** Exempt  
**Approved Date:** February 5, 2014

**JOB SUMMARY**

Under general direction of the Finance Director, performs routine clerical, bookkeeping, accounting, and administrative work in accomplishing the financial functions of the City.

**CLASS CHARACTERISTICS**

This is a full-time clerical classification level that supports the policies and procedures of the Finance Department.

**ESSENTIAL FUNCTIONS**

Prepares and makes daily bank deposits.

Records all monies received in accounting software system; verifies and tracks receipts.

Processes claims and vouchers for payment, enters invoices, matches invoices with purchase orders, checks for accuracy, verifies account codes and signatures for proper assignment of budgetary expenditures.

Prepares vendor checks for mailing.

Prepares invoices, maintains files and records, and issues notices of delinquent accounts.

Tracks tenant lease contracts and payments, monitors renewals.

Maintains accurate record of transactions and balances of agency funds.

Maintains city property files including recording and maintaining easement files.

Maintains tax-exempt applications to the County for city-purchased lands.

Works with local title agencies to provide special assessment information.

Responds to inquiries from citizens/customers regarding property taxes, leases, and Finance generated invoices.

Works with other government agencies to insure correct receipt and application of funds due the City.

Works with other City departments to maintain construction/projects/contractor accounts.

Prepares monthly billings for other City departments for submittal to Council.

Maintains office inventory list, establishes and maintains department files.

Prepares dated records for storage and maintains log of such within approved record retention schedules.

Opens and distributes department mail.

Assists Finance Director and Assistance Finance Director with month-end duties.

Assists with the Payroll function as needed.

Prepares and distributes periodic revenue and expense tracking reports to appropriate users.

Assists the Finance Director with various report preparations.

Performs other duties and special projects as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Working knowledge of cash receipting and banking processes; accounts receivable and accounts payable functions, general understanding of budget, encumbrance and accounting procedures. Proficient in office practices and procedures, Microsoft Word, Excel and Outlook. Ability to perform mathematical computations accurately and quickly, communicate effectively both orally and in writing, work under pressure and/or frequent interruptions. Must be able to maintain strict confidentiality in performing the duties and demonstrate sound work ethics, respectfulness, and flexibility.

### **PHYSICAL DEMANDS**

Typically sit at desk or table, regularly walk, stand or stoop, occasionally lift, carry, push, pull, or otherwise move objects weighing up to 25 pounds, regularly use tools or equipment requiring a high degree of dexterity, and work for sustained periods of time maintaining concentrated attention to detail.

The physical demands described here 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 functions.

### **WORK ENVIRONMENT**

Work is performed in an office setting or other environmentally controlled room and work occasionally exposes incumbent to angry or otherwise upset individuals.

### **EDUCATION AND EXPERIENCE**

Requires some clerical and bookkeeping experience, completion of a standard high school curriculum, preferably with a focus on business courses, or equivalent combination of experience and training which provides the preferred knowledge, skills, and abilities. An Associates degree in a business program or equivalent business training, while not required, would be preferred.

Selected applicants may be subject to and must pass a physical, drug test, and background check.

### **MISCELLANEOUS**

This description lists the major duties and requirements to the job and is not all-inclusive. Incumbent may be expected to perform job related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

**INTERESTED CANDIDATES**

Interested candidates must submit current resume and 3-5 professional (non-personal) references on or before Friday, January 5, 2024 to Laura Starosta, Director of Finance, City of Brecksville, 9069 Brecksville Road, Brecksville, Ohio 44141. Apply by email to [lstarosta@brecksville.oh.us](mailto:lstarosta@brecksville.oh.us), subject: 'Finance Clerk'.