

# CITY OF HUBER HEIGHTS

An Equal Opportunity Employer

## Job Posting

**Date of Posting: August 24, 2018**

The City of Huber Heights announces the opening of the following described employment position. Qualified individuals interested in this position should submit an application and resume to the City of Huber Heights, Human Resources Department, 6131 Taylorsville Road, Huber Heights, Ohio 45424, or online at [www.hhoh.org](http://www.hhoh.org) by 5:00 p.m. Tuesday, September 4, 2018.

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<b>Position Title:</b>	Account Clerk	<b>P.C.N.:</b>	506-206-1-1-01-F
<b>Department:</b>	Finance	<b>FLSA Status:</b>	Non-Exempt
<b>Division:</b>	Accounting	<b>Revised:</b>	8/2018
<b>Reports To:</b>	Finance Director	<b>Salary Range:</b>	\$36,400-\$55,539

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### **JOB SUMMARY AND DISTINGUISHING FEATURES OF WORK:**

Under general supervision of the Finance Director, performs work related to the administration of the City's policies, procedures, and documentation.

### **ESSENTIAL JOB FUNCTIONS:**

Importance	Tasks
1	Compute, prepare and maintain records and files in connection with the City's special assessment programs including collection of monies, preparation of legislation, and assessment certification in coordination with the County Auditor's Office.
2	Assist in computation and input of City payroll. Complete payroll from start to finish in absence of Accounting Technician.
3	Prepare and process City accounts receivable programs, including assessments and miscellaneous billings. Prepare delinquency listings and implement collection procedures. Prepare applicable reports for City accounts.
4	Prepare daily bank deposit and related financial documents and take deposit to bank.
5	Manage City street light records, maintenance requests, assessments and billings.
6	Reconcile daily utility bank deposits and prepare financial documents. Process utility refunds and assess utility delinquencies within the rules and regulations established by City Council.
7	Issue purchase orders according to City policy in the absence of the Accounting Technician.



8	Preparation and administration of fixed asset inventory.
9	Manage record retention program; prepare reports for the Records Retention Committee and Ohio Historical Society according to ORC guidelines. Maintain offsite records storage for Finance Department.
10	Monitor outstanding checks and manages unclaimed money records.
11	Assist in preparing, reviewing and inputting City accounts payable program in the absence of the Accounts Payable Coordinator.
12	Assist in preparing various documents and reports including, but not limited to, bank reconciliation, monthly and annual financial reports.
13	Purchase supplies for department; process indemnity bonds for lost checks; audit BMV reports; prepare survey/census data; and miscellaneous other duties

**MINIMUM QUALIFICATIONS REQUIRED:**

Graduation from High School or an acceptable equivalency diploma and two (2) years of relevant work experience as an accounting clerk, or other accounting position; Associates degree or higher in accounting, business, or related field preferred; or a combination of education, training and experience to provide sufficient evidence of the successful performance of the essential elements of the job.

**LICENSE AND/OR CERTIFICATION REQUIREMENTS:**

Must possess and maintain a valid Ohio drivers' license. Must be bondable.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of federal, state, and local income tax laws and data processing practices and regulations;
- Knowledge of modern principles and practices of accounting;
- Knowledge of computer hardware, word processing and spreadsheet software applications;
- Knowledge of bonding procedures, practices and policies;
- Skill in computer operation;
- Skill in Microsoft Word, Excel and Outlook; including formula writing, charts, IF statements, etc.
- Ability to read, analyze, and interpret technical procedures, governmental regulations;
- Ability to exercise independent judgment;
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations;

- Ability to effectively present information and respond to questions from residents, County; personnel, members of the business community and the general public;
- Ability to interpret a variety of instructions;
- Ability to maintain complex financial records; and to analyze and prepare reports from same;
- Ability to problem solve and troubleshoot issues;
- Ability to maintain complex and confidential records;
- Ability to establish and maintain effective working relationships; and
- Ability to meet all job safety requirements and all applicable safety standards pertaining to the essential functions of the position.

**PHYSICAL DEMANDS:**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Physical Demands*

While performing the duties of this position, the employee is regularly required to sit, stand and walk. Talk or hear, in person and by telephone. Use hands repetitively to finger, handle, feel or operate computers and other standard office equipment.

Specific vision abilities required by this job include close and distance vision, the ability to adjust focus, depth perception and color vision.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and member and is subject to change by the employer as needs of the employer and requirements of the job change. CHH maintains an alcohol, drug-free environment.*

Approved:

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Robert Schommer, City Manager

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Date

