

CITY OF SIKESTON, MISSOURI - JOB DESCRIPTION

Job Title: Account Clerk
Department: Administrative Services

Entry Grade: 10
FLSA Status: Eligible

Acknowledged
By Initialing:

_____ **Supervision Received:**
Reports to and receives general and specific supervision from a designated division head and/or Finance Director.

_____ **Supervision Exercised:** None or as assigned.

_____ **Responsibilities:**
Performs wide range of clerical and accounting functions including but not limited to answering telephone, typing, filing, and other duties as assigned.

Human Resources Division: Assigned to and supervised by the Human Resource Director. Responsible for the accurate preparation and processing of telephone bids, filing to personnel files, Central Stores disbursements, and other duties as assigned.

City Collector's Division: More specifically responsible for the accurate preparation, and processing of tax and license statements. Responsible for the accurate accounting of all monies received.

City Treasurer's Division: More specifically responsible for the accurate disbursal of city monies as directed by the City Treasurer. Duties include, but are not limited to the processing of accounts payable, preparation of checks, deposits and reconciliation of all checking accounts. May complete other financial reports or duties as required.

_____ **Essential Functions of the Job:**
Ability to sit for extended periods of time; ability to communicate verbally and in writing; ability to operate basic office equipment having keyboards, button, and dials; ability to manually grasp, push, pull and lift objects weighing up to 25 pounds.

_____ **Knowledge, Skills and Job Requirements:**
Must have two (2) years bookkeeping or secretarial experience; must type at least 40 wpm with working knowledge of typewriters, computers and peripherals. Must possess working knowledge of bookkeeping practices; must exhibit good interpersonal and communication skills. Must be bondable. Must maintain working active landline or cellular telephone; based upon job assignment, will be required to successfully complete drug/alcohol screening and intensive background checks.

_____ **Equipment Used or Operated:**
Telephone, typewriter, computers, photocopier, 10-key calculator and other basic office equipment.

The undersigned, before assignment to any employment position as described in the foregoing job description, hereby acknowledges he/she has read said job description, and each subpart thereof and consents to its content. Additionally, applicant indicates his/her consent to any testing provided for in the written job description and authorizes the City of Sikeston to conduct background checks, such as, but not limited to prior employment, driving violation and criminal histories, as may be required for said position.

Applicant Date