# 07/30//2017

City of Lock Haven, Pennsylvania

**Job title:**  Finance Clerk (Part-Time)

**Work Site:** Finance Department (Treasurer’s Office), Lock Haven City Hall (20 E Church Street)

**Work Hours:**  (5Hrs/Day) (25 Hrs/Wk) varies between 8:00AM to 5:00PM daily

**Salary / Benefits:** $10.70 per hour

**Supervisor:** Finance Director or designee, who answers to the City Manager

**Job Summary:**

* Performs a wide variety of clerical functions that require the application of independent judgment and the interpretation of policies and regulations involved with payments, accounts receivable, accounts payable, payroll, and tax collection. Work may include the operation of standard office equipment and responsible contacts with the public. May be assigned to other City Hall offices as needed.

**Essential Job Functions:**

* Receive payments made in-person, by mail, and online:
	+ Real estate taxes
	+ Utility bills
	+ Parking tickets
	+ Airport rents
	+ Airport fuel sales (cash & credit card)
	+ Miscellaneous invoiced receipts (accounts receivable)
	+ Miscellaneous non-invoiced receipts as directed
* Participate in end-of-day reconciliation of receivables
* Print daily receipts report from financial software system(s)
* Assist in preparations of daily deposits from reconciled cash drawer
* Assist in reconciliation of bank accounts (checks & other debits)
* Participate in the payroll proofing process and payable proofing process
* Participate in distribution of real estate tax notices and payment reminders
* Participate in the annual audit process
* Answer telephones to assist callers and provide general information to the public
* Greet and assist walk-in clients and customers
* Maintain customer account records
* Organize and maintain Department files and accounts
* Become proficient with City rules & regulations and procedures
* Record messages for department personnel
* Receive, sort and distribute US mail

**Marginal Job Functions:**

* Assist the City Treasurer as needed
* Assist the City Controller as needed
* Assist the Finance Director as needed
* Perform other related duties as assigned
* Escort customers to other offices as necessary

**Qualifications:**

* Education: High School graduate or equivalent
* Experience: Bookkeeping/Accounting experience or education required
* Demonstration of Skills and Abilities
	+ Proficiency with word processing, spreadsheet programs and computer equipment
	+ Ability to maintain records and files and assemble data for reports
	+ Ability to exercise good judgement and tact
	+ Ability to maintain absolute confidentiality of information
	+ Ability to work with minimal direction and supervision
	+ Ability to effectively communicate with the public and deal with irate customers
	+ Ability to effectively communicate with other employees
	+ Must be punctual, neat, and able to write legibly
* Must be able to pass a background examination

**Physical Performing Elements:**

* Lifting and carrying 20-50 pounds
* Frequent bending, kneeling and reaching
* Standing for long periods of time
* Sitting for long periods of time

**Mental Performing Elements:**

* Organizing and coordinating schedules
* Analyzing and interpreting data
* Problem-solving
* Communicating with the public
* Creating written communication
* Basic mathematic operations

When duties and responsibilities change and develop the job description will be reviewed and subject to changes of business necessity.