

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: \$10.20 per hour, increasing to \$10.70 per hour after probation period

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 record keeping, accounts receivable, accounts payable, and basic bookkeeping standards. While being trained in all aspects of a process, the detail-oriented employee is only required to perform a portion of the process to ensure segregation of duties. Work may include the operation of computer software, standard office equipment and responsible contacts with the public.

Essential Job Functions:

- Perform bookkeeping tasks related to accounting for the receipt of payments to the city (AR), account for payments owed by the city (AP), reconciliation of daily and monthly accounts, and proof the work of other employees involved in the processing of city revenues and expenditures
- 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

Marginal Job Functions:

- 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
- 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
 - Must be punctual, neat, and able to write legibly
- Must be able to pass a background examination and drug screening

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.