

RESOLUTION NO. 85-49

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIDGECREST, CALIFORNIA, AMENDING THE CITY PERSONNEL CLASSIFICATION PLAN BY ADDING THE CLASSIFICATION OF SENIOR ACCOUNT CLERK.

WHEREAS, Resolution No. 84-10 adopted a Classification Plan for the employees of the City of Ridgecrest; and

WHEREAS, the City Council wishes to amend the Classification Plan to add the classification of Senior Account Clerk as described in Attachment "A".

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RIDGECREST RESOLVES that the Classification Plan titled "Classification Manual for the City of Ridgecrest" dated November 1983 is hereby amended to add the classification of Senior Account Clerk.

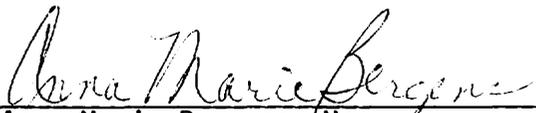
APPROVED AND ADOPTED this 2nd day of October, 1985, by the following vote:

AYES: Mayor Bergens, Councilmembers Mower, Condos, Pearson, and Wiknich

NOES: None

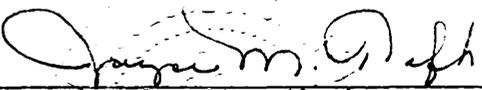
ABSTAIN: None

ABSENT: None

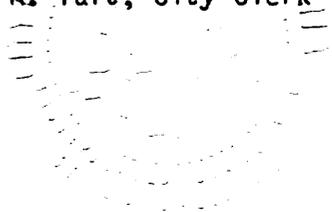


Anna Marie Bergens, Mayor

ATTEST:



Joyce M. Taft, City Clerk



FINANCE DEPARTMENT

Senior Account Clerk

DEFINITION

Assists in coordinating and administering all financial recordkeeping within the framework of a central accounting system. Performs a wide variety of bookkeeping and financial accounting clerical work of a substantially complex and difficult nature that involves posting, checking entries and balancing accounts in a municipal accounting system; performs customer service related work; and assists in budget preparation activities and the maintenance of a variety of financial records and documents.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Director of Finance.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited, to the following:

Balance daily cash drawer and prepare deposits for general investment pool as well as assessment districts. Coordinate with City Treasurer on daily cash flow for investment purposes. Set up new checking and savings accounts at bank as needed and reconcile assessment district bank statements.

Audit employee time cards; enter payroll data into CRT; prepare all payroll reports; make up payroll demand; enter check request information into computer; compute and issue remittances to cover withholding; and enter new and revised payroll data into CRT.

Maintain general and subsidiary ledgers, daily logs and other records according to established revenue and expenditure account classifications.

Post entries from supportive records and balance against other records.

Serve at public counter determining and collecting service payments and license fees; make changes; count cash and verify receipts.

Accept applications for business licenses, utility service and answer customer billing inquiries.

Process and audit invoices for payment to vendor.

Open and close accounts, process and maintain accounting records for licenses, permits, service accounts, recreation fees, grant funds, and a wide variety of revenue and expenditure categories.

Check records and papers for clerical and arithmetic accuracy and completeness, and compliance with established standards and procedures.

Prepare financial and statistical reports.

Assign appropriate account numbers and billing rates for utility and other municipal services; make adjustments and corrections on accounts.

Maintain accounting records for State and Federal grant programs.

Prepare and maintain fixed asset inventory records.

Prepare, post, and check, a wide variety of revenue and expenditure information for submittal to data processing.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of municipal bookkeeping and financial recordkeeping.

Municipal budget procedures.

Modern office practices and procedures.

Municipal accounting system requirements and procedures utilized by the City of Ridgecrest.

Ability to:

Perform mathematical computations with a high degree of skill.

Type at speed necessary for successful job performance.

Perform varied accounting clerical work and to learn varied office procedures and accounting system requirements.

Operate a variety of office machines and equipment including electronic calculators and computer terminals.

Interpret laws, rules, and regulations relating to fees and permits.

Understand and carry out oral and written instructions.

Work independently in the absence of supervision.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of progressively responsible experience in accounting clerical and bookkeeping work.

Education:

Equivalent to the completion of the twelfth grade supplemented by specialized courses in bookkeeping and accounting.