



## BRIGHAM CITY CORPORATION

### Job Description

<b>Title:</b>	Clerk (part-time)	<b>Code:</b>	145
<b>Division:</b>	Administration	<b>Effective Date:</b>	06/2010
<b>Department:</b>	Finance	<b>Last Revised:</b>	
<b>Grade: 40</b>		<b>FMLA Status: Non-exempt</b>	
<b>Hiring Range: \$14.62 - \$16.90 per hour (depending on qualifications)</b>			
<b>Opened: September 30, 2020</b>		<b>Closes: Once filled</b>	

GENERAL PURPOSE

Performs a variety of **entry level, complex clerical and routine technical** duties as needed to expedite the day-to-day processing of daily receipt of payments for city services and programs and collection of City utility bills.

SUPERVISION RECEIVED

Works under the close to general supervision of the City Treasurer.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Collects, receipts and posts payments, including money received from utility billings, taxes, licenses, fines, program fees, special assessments and intergovernmental sources; posts the golf course, senior citizens, library, cemetery and swimming pool receipts; may assist to issue summary reports verifying receipt of revenues as required; performs day-end balancing of revenues received; follows established processes and procedures based upon department policies.

Coordinates efforts with utility billing clerk to ensure that all past due accounts are maintained and payments are collected in a timely manner. Prepares shut-off notices and follows up with payments.

Performs routine counter duties; receives incoming phone calls, answers questions, takes messages, provides factual information, and refers calls to appropriate departments and offices; provides walk-in and calling public with information related to various city services, fees and hours, and the location of city offices & services.

Performs general receptionist duties; performs routine bookkeeping; composes communications as requested; performs all filing tasks related to department general files.

Maintains and sets up records of individual accounts.

Performs related duties required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school or equivalent with course background in accounting, bookkeeping or some other related field, plus one (1) year of specialized training provided through professional workshops, in service or on-the-job programs;

AND

- B. One (1) year of responsible work experience in practical bookkeeping or accounting; and cash receipting and balancing cash drawers.

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Some knowledge of** bookkeeping and general accounting techniques most appropriate to computerized systems; personal/mainframe computer operations and applications including word processing and spread sheets similar to Microsoft Word, Excel, etc.; laws and regulations governing accounting responsibility for accounts receivable; general office management; inter-personal communication skills.

**Skill in** the operation of personal computer and data entry equipment.

**Ability to** work quickly and accurately with numbers; perform advanced mathematical computations; operate various types of office equipment such as adding machine, typewriter, etc.; work under time pressures in meeting deadlines; communicate effectively verbally and in writing; develop and maintain effectively working relationship with department directors, supervisors, co-workers and the public.

3. Special Qualifications:

Must be able to type at the rate of 40 wpm.

**Fluent in Spanish preferred.**

4. Work Environment:

Typical office setting with typical climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory or details, verbal instructions, emotional stability, discriminating thinking and guided problem solving.

**EMPLOYMENT APPLICATION PROCEDURES:**

Register online with Utah Department of Workforce Services and submit a Brigham City Corporation application for employment regarding Job Order number **2505558** and submit application to DWS, 138 W 990 S, Brigham City, UT 84302 or fax to 435-695-2660, Attn: Charisse Jeppsen or by email to [cjeppsen@utah.gov](mailto:cjeppsen@utah.gov). Registration and application available at website <https://jobs.utah.gov> for all qualified applicants

**NOTE:** All Brigham City employees must successfully complete a pre-employment drug test and criminal history check following a conditional offer of employment.

Employees required to drive a motor vehicle as an essential job duty will be required to successfully complete a motor vehicle record (MVR) check following a conditional offer of employment.

**DISCLAIMER:** The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills & abilities.

**BRIGHAM CITY CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER**