

ACCOUNTING CLERK V

The Office of the City Treasurer is accepting applications for the position of Accounting Clerk V. Responsibilities include performing routine administrative, accounting and cashiering work of considerable complexity and variety. Work involves processing payments from customers, processing daily receipts from City departments, and balancing daily receipts. Assignments are stable in nature and performed in accordance with instructions and established policies and procedures. This position reports to the Assistant Deputy Treasurer and/or the Deputy Treasurer.

Qualified applicants must possess a high school diploma or equivalent; one (1) to two (2) years of experience as an Accounting Clerk IV for the Office of the City Treasurer; one (1) to two (2) years of experience as a bank cashier and general customer service; or any acceptable equivalent combination of training and experience which provides the required knowledge skills and abilities. Experience with the Opex Mail Opener and Scanning machine as well as MAVRO software used to process payments is preferred. The ability to type 30 words per minute is also required.

We offer a competitive salary package (\$33,939.34 which increases to \$39,928.63 after six months) plus excellent fringe benefits.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history, without delay, to:

City of Harrisburg, Bureau of Human Resources
The Rev. Dr. Martin Luther King, Jr. City Government Center
10 N. 2nd Street, Harrisburg, PA 17101
Phone: (717) 255-6475
Email: HR@cityofhbg.com **(electronic submission preferred)**

The City of Harrisburg is an Equal Opportunity Employer.
Eric Papenfuse, Mayor
www.harrisburgpa.gov

JOB TITLE

Accounting Clerk V – Department of General Government – Office of City Treasurer

DEFINITION

This position performs routine administrative, accounting and cashiering work of considerable complexity and variety. Assignments are stable in nature and performed in accordance with instructions and established policies and procedures. Work is performed under moderate level of supervision. This position reports to the Assistant Deputy Treasurer and/or the Deputy Treasurer.

EQUIPMENT/JOB LOCATION

Work is performed at the Rev. Dr. Martin Luther King, Jr., City Government Center. Work involves the use of computer equipment, electronic calculator, debit/credit card machine, check signer/endorser/embosser, cash register, scanning equipment, validating machine, electronic mail opener, copier, and telephones. Duties are typically performed weekdays 8:00 a.m. to 4:30 p.m.; however, employee may be required to work evenings, weekends or holidays.

ESSENTIAL FUNCTIONS

Work involves but is not limited to the following: Receives, opens and scans mail on a daily basis to ensure timely processing of payments from customers. Prepares and processes the drop box mail. Processes daily receipts and data from various City departments, checking for distribution to proper accounts. Balance daily receipts to data processing printout. Prepares daily reports and properly files corresponding records. Processes and maintains records and files for Non-Sufficient Funds (NSF). Prepares reviews and transmits proper documentation for Fire Escrow receipts and payments. Processes requisitions and invoices in the Pentamation System. Serve as receptionist to answer telephones, transfer calls, document messages, and give general information to customer/public inquiries as prescribed by office policy. Assists customers by making adjustments as needed. Performs the duties of a Cashier when needed. Types forms and performs other word processing/spread sheet tasks. Performs a wide variety of related general clerical-accounting tasks. Operates copying equipment, loads toner and paper (weighing up to 20 pounds) into copier. Operates office machinery as necessary. Maintains regular, punctual and predictable attendance. Reports to work and remains at work in a safe and productive condition, which includes not being under the influence or impaired by the use of alcohol and/or nonprescription drugs. Establishes and maintains an effective working relationship with supervisors, co-workers and the general public. Completes all assignments in an efficient, consistent and timely manner.

NON-ESSENTIAL FUNCTIONS

Performs other reasonable related duties in equal or lower classifications as assigned by immediate supervisor or other supervisory personnel. Performs other work as directed by supervisor in accordance with Section 1 of the Job Classification provisions of the Basic Labor Agreement.

JOB TITLE

Accounting Clerk V – Department of General Government – Office of City Treasurer

REQUIRED KNOWLEDGE AND ABILITIES

- Advanced knowledge of various office equipment (i.e., calculators, Opex mail machine/scanner, data processing terminals, personal computers and spread sheets, etc.).
- Ability to understand and follow oral and written instructions.
- Ability to write legibly.
- Ability to exercise independent judgment.
- Demonstrate high accuracy in work.
- Comprehensive knowledge of general accounting principles.
- Comprehensive knowledge of office terminology, procedures and equipment, and of business arithmetic and principles governing cash transactions
- Comprehensive maintenance of department clerical records and report preparation.
- Comprehensive knowledge of making varied arithmetic computations and tabulations.
- Ability to type 30 or more words per minute
- Ability to report to work and continue to work in a safe and productive condition.
- Ability to communicate effectively with general public.
- Ability to prioritize work.

QUALIFICATIONS

- High school diploma or equivalent.
- Experience with the Opex Mail Opener and Scanning machine as well as the MAVRO software used to process payments through the system.
- At least one to two (1 to 2) years of experience as an Accounting Clerk IV for the Office of The City Treasurer, or any acceptable equivalent combination of training and experience which provides the required knowledge, skills and abilities of this position.
- At least one to two (1 to 2) years of experience as a bank cashier and general customer service.
- Typing speed of 30 words per minute.