

PART-TIME ADMINISTRATIVE CLERK

City of Riverview

Position Title: Part-Time Administrative Clerk

Hours/Week: 20-30 hours/week

Wage: \$17.96/Hour

Position Summary:

Under general supervision the position performs clerical, administrative and public contact duties.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Responsible for the city's Accounts Payable process from start to finish.
2. Maintains Accounts Payable documentation and compliance with city procedures.
3. Responsible for updating city's daily cash position in a variety of accounts.
4. Responsible for tax exempt forms and credit applications.
5. Inputs new and modifies vendor list, inputs purchase orders, change orders, journaling and posting.
6. Responsible for cash receipts from Land Preserve, Golf Course and medical biller.
7. Processing of tax and utility bills and any other city transactions
8. Maintain good financial standing with vendors by paying invoices in a timely manner and reviewing monthly statements to ensure bills are not past due
9. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A high school diploma or the equivalent.
- Three or more years experience in a similar position.
- Knowledge of office administrative and bookkeeping practices and procedures.
- Knowledge of accounts payable, accounts receivable and maintaining general ledger.
- Ability to understand and carry out oral and written instructions, giving close attention to detail and accuracy.
- Skills in analytical, problem solving and decision-making.
- Skill in the use of office equipment and computers (Microsoft Office) and BS&A.
- Ability to deal courteously and diplomatically with the public with a high degree of professionalism.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public and other employees.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee's work environment is an office setting. Physical demands, range from sitting in an office to moving around the office. The employee is regularly required to communicate with others in person and on the telephone, use sight, manual dexterity, mobility and coordination. The employee is frequently required to review and produce written and electronic records. The noise level can range from quiet to moderate.

Revised: March, 2022