

Please Post

Memo

To: All Employees

From: Donna Peek, HR Director

Date: 8/8/19

Re: Position(s) Available Application deadline: Friday, August 23rd, 2019

The City of Danville has (1) full-time position available:

Billing & Accounts Receivable Clerk

Position Purpose and Objectives:

This is a non-supervisory position that under general direction, is responsible for billing and collections in the Utility fund, General Fund, Parking and other miscellaneous billings and receivables. Will perform other duties as assigned.

Essential duties and responsibilities:

- Must be able to come to work promptly and regularly
- Must be able to work scheduled hours as required including overtime if needed to meet deadlines
- Must be able to take direction and work well with others
- Must be able to work under the stress of deadlines
- Must be able to concentrate and perform accurately
- Must be able to react to change productively and to handle other tasks as assigned
- Prepare reports as needed
- Maintain general office files
- Data entry
- Receives and transmits calls and messages
- May deal with the public as needed
- High level of confidentiality
- High level of multi-tasking
- Must be bondable
- Must have good communication skills both written and oral
- Must have working knowledge of computers and office equipment
- Must be able to stand or sit for long periods of time
- Must be able to take direction
- Assists others as directed
- Organizational skills
- Data base management skills
- Must have knowledge of office procedures and equipment

Must be able to make mathematical computations with speed and accuracy by hand or machine; ability to retain account numbers and accounts codes.
Ability to complete job tasks within established time periods
High level of attention to detail and accuracy
Must have time management skills
May bill all departments including utility, parking, general fund and others
Responsible for collections of billings
Performs other work as required

Desired Qualifications:

Knowledge of bookkeeping procedures and methods; working knowledge of computerized system; ability to meet and deal with the public; accuracy; thoroughness; integrity; and tact.
Standing or sitting for long periods of time. Working knowledge of data processing equipment and applications as they apply to municipal government. Be proficient in Microsoft word and excel. Ability to make independent judgments with citizens. Prior job experience in a related field.

Minimum Qualifications:

Completion of a standard high school curriculum (diploma) or GED supplemented by two years of related work experience in government finance. Any combination of education, training and experience, which provides the required knowledge, skills and ability, is preferred. Must possess a valid Ky. Drivers license. No criminal record acceptable for this position. Must be bondable.

Other duties and responsibilities:

Daily contact requiring courtesy, discretion and sound judgment
Other duties may be assigned as needed within the City of Danville

Overtime Provision: Non-exempt

Physical demands and work environment:

The City does not discriminate in its employment practices on the basis of race, color, religion, sex, national origin, age, disability or other protected classification.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be provided for qualified individuals with disabilities in order to enable such individuals to perform the essential requirements of the job.

While performing the duties of this job, the employee is frequently required to sit, talk, hear and walk with constant use of hands, fingers, arms and legs.

The employee must occasionally lift and/or move up to 30 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment varies.

General statement:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.

If you are interested in applying for this position, contact Human Resources at City Hall, 238-1200 for an application. You can also download an application from our website: www.danvilleky.gov.

- Donna Peek, City Hall 859-238-1200, EXT 2410 dpeek@danvilleky.gov

APPLICATION DEADLINE: Friday, August 23rd, 2019