

CLASSIFICATION SPECIFICATION

CITY OF AVON

An Equal Opportunity Employer
(Exhibit A to Ord. No. 33-13)

TITLE: Cash Receipts Clerk

Page 1 of 3

JOB RESPONSIBILITIES: Under general supervision, serves as receptionist for City Hall, receives and processes various payments, gathers and prepares all bank deposits and performs clerical functions in order to assist with the efficient operation of the finance department; assists and coordinates with the Building and Planning Departments.

Performs other related duties as required

QUALIFICATIONS: Coursework, training, work experience, or equivalent combination:

Completion of secondary education (high school or GED), supplemented by two (2) years of accounting experience or an Associate Degree in Accounting or Business, or an equivalent combination of training and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position; proficiency in Microsoft Office, particularly Excel, Outlook and Word.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:

None.

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
	1. Receives and processes walk-up payments (i.e., cash, check, and credit card) for various purposes; issues receipts and accurately records transactions; gathers and prepares all bank deposits (e.g., cash deposits, electronic check deposits, credit card deposits, ACH and wire deposits, etc.); accurately prepares, maintains and balances cash receipts journals and spreadsheets, credit card detail reports, and other related documentation.	1. Knowledge of (1) basic accounting, (2) department policies and procedures,* (3) office practices and procedures, (4) data processing techniques and procedures, (5) English grammar and spelling, (6) Microsoft Office; skill in (7) data entry, (8) computer operation, (9) use of modern office equipment; ability to (10) carry out instructions in written, oral, or picture form, (11) deal with problems involving several variables within familiar

TITLE: Cash Receipts Clerk

Developed by Clemans, Nelson & Associates, Inc.
Dublin, Ohio 43017

Approval Date _____
{3/7/2013 CLAVNCI 00114363.DOCX}

CLASSIFICATION SPECIFICATION

CITY OF AVON

An Equal Opportunity Employer

TITLE: Cash Receipts Clerk

Page 2 of 3

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
	2. Maintains and balances City project accounts (e.g., planning fees and expenditures, tracks occupancy cash bonds, etc.); coordinates with Building department and Planning department personnel to assure accurate record maintenance. 3. Functions as receptionist for City Hall; greets assists and/or directs visitors to appropriate location/individual. 4. Receives telephone, e-mail, or in-person inquiries and responds to inquiry or directs individuals to desired/appropriate party.	1. (continued) context, (12) define problems, collect data, establish facts, and draw valid conclusions, (13) gather, collate, and classify information, (14) maintain records according to established procedure, (15) develop and maintain effective working relationships. 2. Knowledge of (1), (2),* (3), (4), (5), (6); skill in (7), (8), (9); ability to (10), (11), (12), (13), (15), (16) communicate effectively, (17) proofread technical materials, recognize errors, and make corrections. 3. Knowledge of (1), (2),* (3), (5), (6); skill in (7), (8), (9); ability to (10), (11), (12), (13), (15), (16), (18) recognize unusual or threatening conditions and take appropriate action. 4. Knowledge of (1), (2),* (3), (5); skill in (7), (8), (9), (19) telephone console operation; ability to (10), (11), (12), (13), (15).

TITLE: Cash Receipts Clerk

Developed by Clemans, Nelson & Associates, Inc.
Dublin, Ohio 43017

Approval Date _____

{3/7/2013 CLAVNCI 00114363.DOCX}

CLASSIFICATION SPECIFICATION

CITY OF AVON

An Equal Opportunity Employer

TITLE: Cash Receipts Clerk

Page 3 of 3

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
	5. Performs a variety of clerical and support functions to assist the finance department and other departments as assigned (e.g., types documents, maintains inventory of supplies, purchases office supplies, prepares documents for mailing, files and locates documents, compiles data, prepares reports, etc.). 6. Serves as City contact/liaison for the Northeast Ohio Public Energy Council (NOPEC); responds to related inquiries.	5. Knowledge of (1), (2),* (3), (4), (5), (6); skill in (7), (8), (9); ability to (10), (11), (12), (13), (14), (15), (16). 6. Knowledge of (1), (2),* (3), (4), (5), (6); skill in (7), (8), (9); ability to (10), (11), (12), (13), (14), (15), (16).

TITLE: Cash Receipts Clerk

Developed by Clemans, Nelson & Associates, Inc.
Dublin, Ohio 43017

Approval Date _____
{3/7/2013 CLAVNCI 00114363.DOCX}