

CLASSIFICATION SPECIFICATION**CITY OF AVON**

An Equal Opportunity Employer

TITLE: Finance Clerk 1**Page 1 of 2**

JOB RESPONSIBILITIES: Under general supervision, performs general accounting and clerical functions in order to assist with the efficient operation of the finance office.

Performs other related duties as required

QUALIFICATIONS: Coursework, training, work experience, or equivalent combination: Completion of secondary education (high school or GED) supplemented by courses in typing, computer operations, general accounting, and office practices and procedures, or equivalent.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:

% 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]
40-75	1. Assists with the completion of accounts payable functions (e.g., receiving and processing of purchase requisitions; entering necessary information into computer; preparing purchase orders; processing checks for payment; etc.).	1. Knowledge of: (1) City government structure and process;* (2) accounting practices and procedures; (3) City and departmental policies and procedures;* (4) office practices and procedures; (5) records management; (6) general accounting; (7) hardware and software utilized by the City;* (8) English grammar and spelling; Skill in: (10) typing, (11) computer operation, (12) use of modern office equipment. Ability to: (13) carry out instructions in written, oral, or picture form, (14) deal with problems involving several variables within familiar context, (15) define problems, collect data, establish facts, and draw valid conclusions, (16) calculate fractions, decimals, and percentages, (17) prepare accurate documentation, (18) maintain records according to established procedures, including records of a confidential nature, (19) develop and maintain effective working relationships, (20) define problems, collect data, establish facts, and draw valid conclusions, (21) communicate effectively, (23) follow written and verbal instructions, (24) work independently and in a team environment, (25) travel to and gain access to work site.

TITLE: Finance Clerk 1

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

Approval Date _____
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% 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]
10-50	2. Performs a variety of clerical functions in order to assist with the efficient operation of the office (e.g., receives and responds to inquiries; opens and distributes mail; types letters, bank reconciliations, reappropriation sheets, and other finance related documents, etc.).	2. Knowledge of: (1) – (8); Skill in: (10) – (12); Ability to: (13) – (25).
10-15	3. Serves as primary back up to payroll processing. Serves as secondary back up to cash receipts processing.	3. Knowledge of: (1) City government structure and process;* (3) City and departmental policies and procedures;* (4) office practices and procedures; (5) records management; (7) hardware and software utilized by the City;* (8) English grammar and spelling; (26) payroll practices and procedures. Skill in: (10) – (12); Ability to: (13) – (25), (27) maintain confidentiality of information.

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