



City of  
**Marion**  
Ohio

## Affirmative Action Committee

Marion City Hall  
233 West Center Street  
Marion, Ohio 43302

November 13, 2018

### TO WHOM IT MAY CONCERN:

The City of Marion has an immediate need to hire a person for the following position in the **Utility Billing Department**.

**Account Clerk II** – It is a full-time position with a pay range of \$14.69 – \$19.59 per hour. Job Description is attached.

**Please Note:** - Must be proficient with Microsoft Office products, have excellent customer service skills, good problem-solving skills, previous money handling experience, and some general accounting experience preferred.

- Passing of a Background Check, Physical Examination, Drug and Alcohol Tests are conditions of employment. Must not use any tobacco products.

Application Opening Date/Time: Wednesday, November 14, 2018 at 8:00 am  
Application Closing Date/Time: Wednesday, November 21, 2018 at 1:00 pm  
Applications may be obtained from: Human Resources Office, 233 W. Center St., 3<sup>rd</sup> floor  
- OR - download from [www.marionohio.us/employment](http://www.marionohio.us/employment)

**It is the policy of the City of Marion not to discriminate in the selection of candidates.**

Janell O'Neil, Affirmative Action Secretary  
City of Marion

### Attachment

cc: Committee Members	Public Works Director Bischoff	Auditor	IT	Probation
Support Data List (AA)	HRAA – O'Connor	Council	Law Director	Senior Center
Mayor Schertzer	HRC – Mayes	Engineering	Municipal Court	Transit
Safety Director Robbins	City Hall – 3 Floors	Fire Dept – 3	Parks	Utility Billing
Service Director Caryer	Airport	Garage	Police Dept	WWTP

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

**AN EQUAL OPPORTUNITY EMPLOYER**

<b>Job Title:</b>	<b>Account Clerk II - Utility Billing</b>
<b>Department:</b>	<b>Utility Billing</b>
<b>Reports To:</b>	<b>Utility Billing Supervisor</b>
<b>FLSA Status:</b>	<b>Non-Exempt USWA Grade 18</b>
<b>Prepared By:</b>	<b>H. R.</b>
<b>Prepared Date:</b>	<b>6-11-08</b>
<b>Approved By:</b>	

**SUMMARY:** Responsible to the Utility Billing Supervisor as a team leader performing difficult clerical tasks as assigned; within clearly defined limits, performs accounting, bookkeeping, auditing, billing, issuing receipts and cash handling tasks. Receives detailed instructions on all new assignments. Keeps supervisor informed of problems and assists with resolution.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following and other duties as assigned:

- Verifies that customers receiving services are billed.
- Investigates questionable payments/billing for resolution by supervisor; refers payments or accounts needing investigation to supervisor.
- Initiates final bills for customers who have moved.
- Adds new accounts and makes changes based on information provided by the Ohio American Water Company; investigates problems with data from the Water Company.
- Completes forms for account changes, debits and credits; enters adjustments and invoice corrections; processes account change forms.
- Balances cash register daily, records amounts tallied and completes bank deposit.
- Reviews computer generated mismatch reports; investigates and resolves differences.
- Produces end-of-month reconciliation reports to be reconciled with the general journal by the Auditor's office.
- Periodically works with all staff preparing information for customers on discounts and tax assessment notifications; works with other clerks to assure required reports are generated timely.
- Produces reports as follows: Daily and monthly cash; monthly changes; credit/debit memo; and invoice correction. Prepares and records daily revenue summary report.
- Receives payments, makes change, photocopies documents, prepares and gives receipts.
- Operates office machines such as typewriter, computer terminal, copier, calculator, printer, FAX.
- Assists customers in person and via telephone; conveys messages; runs errands; enters data into computer program to prepare correspondence, bills, statements, receipts, checks or other documents; copies data from one records to another; assists with operation of switchboard; proofreads records or forms; sorts and files records; stuffs and addresses envelopes or packages.
- Fills in for and/or assists other clerks as required; performs other tasks as assigned; may be required to drive to and from banks and post office; follows all work and safety rules and regulations.

**SUPERVISORY RESPONSIBILITIES:** This job has no full-time supervisory responsibilities; however, serves as team leader for the clerical staff.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High school diploma or general education degree (GED) required; Account Clerk I training in Utility Billing and related experience and/or training in accounting, bookkeeping, auditing and use of office equipment preferred. Any combination of education and experience which provides required knowledge, skill and ability may be considered; Tests to determine these qualifications may be administered.

**Language Skills:** Ability to: read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively with supervisors, officials, customers and other employees.

**Mathematical Skills:** Ability to: add, subtract, multiply, divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percent; draw and interpret bar graphs; count money, make change, read and record figures accurately.

**Reasoning Ability:** Ability to: define problems, collect data, establish facts, and draw valid conclusions; interpret a variety of technical instructions; and carry out oral or written instructions.

**Computer Skills:** To perform this job successfully, should have knowledge of and skill in use of the Internet; and Accounting, Spreadsheet and Word software.

**Certificates, Licenses, Registrations:** Certification of training in the fields of accounting, bookkeeping, and office practices/procedures is preferred. Valid Ohio Driver's License desirable.

**Other Skills and Abilities:** Knowledge of: codified ordinances of the City of Marion related to customer billing for sewer and sanitation services and rates (can be obtained on-the-job); bookkeeping, accounting, lead work and office practices and procedures. Skill in typing (at least 30 wpm), word processing, using personal computer and calculator. Ability to: handle complaints/inquiries from a variety of customer types in person or via telephone; read and record figures accurately; complete routine forms; keep accurate records; compose letters; work alone or with others and maintain good working relationships.

**Other Qualifications:** Should have held job of and been trained as an Account Clerk I in Utility Billing for promotion to this position.

**PHYSICAL DEMANDS:** 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 made to enable individuals with disabilities to perform the essential functions.

The employee is: regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear; frequently required to stand and walk; occasionally required to climb or balance and stoop, kneel, crouch, or crawl; lift and/or move up to 50 pounds. Specific vision abilities include close, distance, color and peripheral vision; depth perception and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Occasionally exposed to moving mechanical parts; Noise level usually quiet to moderate.