



## CITY OF HARTSVILLE, SOUTH CAROLINA JOB DESCRIPTION

**Title: Clerk, Finance**  
Department: Finance

### **GENERAL PURPOSE**

Performs a variety of duties related to accounting and administrative work in finance administration.

### **SUPERVISION RECEIVED**

Under general guidance, reports to the **CSR / Finance Manager**.

### **SUPERVISION EXERCISED**

None generally.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Oversees collection and reporting of Hospitality and Accommodations taxes.

Responsible for all City disbursements for all funds by means of approved invoices, performing data input, posting of accounts and preparation of computerized checks for distribution in a timely manner.

Maintains effective systems for processing and filing paid invoices.

Prepares, enters and posts adjusting journal entries and bank transfers for recurring monthly bond and note payments, transactions related to grant funds, and court fines and forfeitures.

Verifies and reconciles all charges for all departments; maintains and issues miscellaneous credit cards to various departments as needed; reconciles receipts provided as proof of payment.

Maintains a daily cash balance; balances cash on hand against receipts; prepares and balances deposits; makes a listing of deposits by accounts; examines receipts for accuracy and completeness; deposits monies into bank.

Assists Director, Finance/Information Technology with preparation of spread sheets and other documentation for presentation to Council and the public; assists with preparation of schedules included in the Annual Budget and the Comprehensive Annual Financial Report.

Composes, inputs and edits a variety of correspondence, reports, memoranda and other material requiring judgment as to content, accuracy, and completeness.

Performs routine clerical, receptionist, and administrative work in answering and transferring phone calls, receiving the public, providing customer assistance, and data processing.

Receives the public and answers questions; follows up on citizen requests for service.

Prepares periodic utility, financial, statistical or operational reports as assigned.

Attend seminars and workshops related to duties and responsibilities.

Participates in safety training, make suggestions as necessary; serve on committees or inspection teams when appropriate. Works according to good safety practices as posted, instructed, and/or discussed. Reports unsafe conditions or defects in equipment. Refrains from any unsafe behavior or act that might endanger self or fellow worker(s). Reports all accidents and incidents (including near misses) as soon as they occur. Follows safety rules and regulations and uses personal protective equipment.

Maintains prompt and regular attendance; adheres to City policies and procedures regarding absences and tardiness.

Provides exceptional customer service to internal and external customers.

May be required to report to the City's Emergency Operations Center for emergency duty anytime the Emergency Operations Plan is activated.

## **PERIPHERAL DUTIES**

Provides clerical support to other department staff as required.

Serve as a back-up to other areas in Finance.

Assists with collection of fines in the Clerk of Court's absence.

May serve on employee committees as needed.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and Experience:

- a) Associate degree in accounting, office practices, business, or related field, and;
- b) Three (3) years of accounting experience, or
- c) Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

### Necessary Knowledge, Skills and Abilities:

- a) Thorough knowledge of: regulations pertaining to City government, business licensing and tax collections; the methods, laws, ordinances, policies and procedures of the department pertaining to specific duties of the position.
- b) Skill in: computers and electronic data processing; modern office practices and procedures; governmental accounting principles and practices.
- c) Ability to: perform computations accurately and quickly; communicate effectively verbally and in writing; establish successful working relationships; work under pressure and/or frequent interruptions;-understand and convey the standards of the City Business License and taxation Ordinances to individuals and groups from a wide variety of educational and cultural backgrounds.

## **SPECIAL REQUIREMENTS**

- a) Must possess a valid South Carolina driver's license.
- b) Must be bondable.

## **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and spreadsheet software; central financial computer; 10-key calculator, typewriter, phone, copier, fax, two-way radio, and other related equipment.

## **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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the 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.

The noise level in the work environment is usually moderately quiet.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; drug screening, physical and other job related tests as required.

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