

CASHIER/ACCOUNTING CLERK: Salary Range 16 \$3,340.01 – \$4,059.80 mo. + excellent benefits. FT non-exempt position. Under supervision of Finance Director, records cash payments, prepares bank deposits, greets public, answers and routes telephone calls, processes business licenses, assists with preparation of invoices and general accounts receivable and payable, open and close utility accounts, takes messages, provides general information. Other duties include filing, data input, misc. general office and clerical. REQUIRES: HS diploma or GED, min. two years accounting and general office/clerical experience including use of computer programs such as word processing and spread sheets, ability to appropriately use ten-key calculator and other office equipment. Requires excellent customer service, communication, and organizational skills. Full Charge Bookkeeping experience a plus. This position is represented by the American Federation of State and Municipal Employees. Cover letter, Resume, City Application, and Supplemental Questions are required. Knowledge and skill testing required if selected for interview. Application packet is available at Warrenton City Hall, 225 S. Main Ave., Warrenton, OR 97146 or on our website at ci.warrenton.or.us/jobs. Open until filled. EOE



City of Warrenton

Position Description

Position: Cashier/Accounting Clerk	
Department/Site: Finance Department	FLSA: Non-exempt
Evaluated by: Finance Director	Salary Range: 16

Summary

Under supervision of the Finance Director, records payments received in person, by mail or through drop boxes; greets people entering City Hall and answers telephone; routes phone calls and directs people to appropriate offices or provides requested information.

Essential Duties and Responsibilities

- Greet people entering City Hall in person or by telephone; provide them with requested information or direct them to appropriate office; take and forward message when appropriate.
- Receives all cash payments; allocates to proper accounts and records receipt in cash receipts program; prepares bank account deposit for submittal to bank. Records deposits in accounting software. Tracks credit card payments and outstanding items at month end. Maintains cash receipt documentation.
- Utility Billing customer service including sign up for auto pay, leak adjustment requests, provide customers with account balances and past due balances upon request, answers questions regarding utility billing procedures and rules as stated in the municipal code. Issue burning permits. Provides customer service related to the Community Center including assisting with application and rental process, making reservations in calendar, and processing application paperwork.
- Open and close utility accounts; balance cash receipts at the end of the day.
- Process, record, and reconcile business license applications. Follow up with non-compliance issues including but not limited to writing letters, making phone calls, and general monitoring. Provides reports as directed.

- Prepare monthly reports as required by Finance Department and assist other department staff with general office, clerical, and accounting duties as assigned.
- Maintain paid invoices file including filing accounts payable check voucher and attached invoices and annual archiving. Maintain backup tapes and log.
- Enter and manipulate data using computer; ten key calculator, telephone, fax, copier, and printer.

Other Duties

Provides services of a Notary Public.

Filing.

Order office supplies for all departments and maintain inventory.

Maintains forms, brochures, calendars, and applications for handout to customers.

Other duties of a similar complexity and responsibility which may be assigned to this position.

Minimum Qualifications

- Graduation from High School, GED, or equivalent.
- At least two years of work experience in accounting and general office/clerical experience including the use of computer programs such as work processing and spreadsheets in an office/clerical environment.
- Ability to appropriately use a ten key calculator and other office equipment.
- Able to create and maintain positive working relationships with other staff and courteously meet and deal with other employees, other departments, other agencies, advisory boards, committees, consultants, contractors, vendors and the public.
- Ability to remain calm and use good judgement during confrontation or high-pressure situations.
- Ability to communicate effectively in both oral and written forms.

Desirable Qualifications:

College class work in accounting or bookkeeping.

Experience in the use of Windows computer programs Word and Excel.

Physical and Mental Demands:

Work is performed in an office environment requiring periods of sitting with attention to a computer keyboard and video display terminal; light lifting or reaching for files is required; accuracy in recording information is required; frequent interruptions of work may be experienced by customers seeking information in person or by phone or by changing priorities in the office; some stress involved in dealing with unhappy customers.

Supplemental Questions

City of Warrenton

Cashier/Accounting Clerk

Supplemental questions must be completed and submitted with application and resume.

1. Describe your skills and experience working in a team-oriented professional office setting.
2. Describe your computer and technology skills, including any office software you have experience with.
3. Describe your work ethic.
4. Describe what particularly interests you about this position and working for the City of Warrenton.
5. Describe how well you work under pressure and with deadlines.
6. Please describe your understanding of customer service.

City of Warrenton

Application for Employment

An Affirmative Action, Equal Opportunity, Employer



Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #
City State ZIP Code

Mailing Address: _____
Address Apartment/Unit #
City State ZIP Code

Phone: () _____ Alternate Phone: () _____

Email Address: _____ Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been a City of Warrenton employee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?	_____	
Are you now a City of Warrenton employee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Dept.	_____	
Do you have relatives employed by the City of Warrenton?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, indicate name, relationship, dept.	_____	
Do you possess a valid driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	State:	_____	
Class:			Endorsement:	_____	

(A valid driver's license is required only when stated on the job announcement.)

Office Skills

Typing Speed (wpm) : _____ Can you operate a computer? Yes _____ No _____

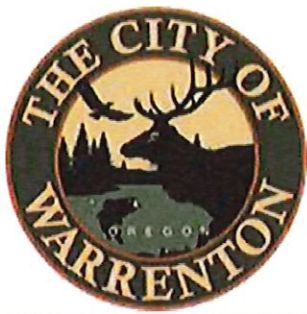
Do you speak a language other than English? YES NO If so, what language? _____

Computer Operation

Describe your computer operation skills, including programs used:

Equipment Operation

Describe your equipment operation skills related to the job for which you are applying:



Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

High School Equivalency? YES NO School: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Licenses and Certificates

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

EMPLOYMENT HISTORY: Begin with your present or most recent job. List all jobs separately including on-the-job training, and volunteer work. Please be sure you completely describe in the section below the duties you performed which demonstrate that you are qualified to perform the duties for which you are applying. If in doubt about listing a particular job, it may be to your advantage to list it. Additional pages or a resume may be attached, but all statements on the application must be completed. Incomplete applications may result in disqualification. A resume does not substitute for an application. If a supplemental questionnaire is required, it must accompany this application.

Employment History

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO



Employment History continued

Company: _____ Phone: () _____
 Address: _____ Supervisor: _____
 Job Title: _____
 Responsibilities: _____
 From: _____ To: _____ Reason for Leaving: _____
 May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____
 Address: _____ Supervisor: _____
 Job Title: _____
 Responsibilities: _____
 From: _____ To: _____ Reason for Leaving: _____
 May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____
 Rank at Discharge: _____ Type of Discharge: _____
 If other than honorable, explain: _____

Disclaimer and Signature

IMPORTANT: Employment with the City of Warrenton may require transfer to different shifts or work location. In accepting employment with the City you are consenting to such transfers. Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (Copy 4). This completed form and required supporting documentation must be submitted with your application for consideration for Veterans' Preference.

Qualified Veteran Questions: *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

ORS 408.225(f) - I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-related disability
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- And receiving a nonservice –connected pension from the United States Department of Veterans Affairs

Qualified Disabled Veteran Questions: *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD-214 or 215 (Copy 4), and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: _____

Date: _____

Position Applied For: _____

This form and supporting documentation must be received City of Warrenton no later than the closing time and date of the job posting. If you have any specific questions, please contact the hiring department.

(503) 861-0823 or cityrecorder@ci.warrenton.or.us