



City of Commerce

FINANCE CLERK

Department: **Finance**
Revised Date: **April 2017**

Class Code: **2210**
FLSA Status: **Non-Exempt**

GENERAL PURPOSE: Under close supervision, provides accounting, clerical, and general customer service duties for the City of Commerce Finance Department.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides customer service to Business License applicants; processes documents, applications and fees; answers questions within scope of authority and training.
- Provides information on fees and regulations to applicants; assists applicants with completing forms.
- Reviews and accepts license and permit applications; reviews applications for completeness; calculates and collects applicable fees; prepares and issues receipts; forwards applications to appropriate staff for review.
- General cashiering (including daily cash receipt reconciliation & archiving) / processing deposits / record keeping
- Creates customer application files; enters application data into computer and manual filing systems; compiles and maintains accurate records.
- May receive, sort, and organize a variety of financial documents.
- Refers applicants to other departments as needed.
- Participates in the preparation and maintenance of accounts receivable and payable documents.
- Performs a variety of standard accounting, clerical and administrative office duties as required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or GED equivalent; AND two years of clerical accounting and customer service experience.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.

JOB DESCRIPTION

ea307971-76e5-40f6-a8ea-77874e072d05.doc

Required Knowledge of:

- City policies and procedures.
- Basic policies and regulations governing license and permit programs.
- Procedures for processing and issuing regulatory licenses and permits.
- Record keeping and file maintenance principles and procedures.

Required Skill in:

- Entering data into a computer system with speed and accuracy.
- Providing effective customer service.
- Ability to perform accounting functions
- Reviewing documents and extracting relevant information.
- Maintaining accurate records.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with staff and the public.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is performed in a standard office environment.