



The City of Trenton is accepting applications for an **Accounts Receivable Clerk**. The pay range for this position is \$22.70 - \$33.68 per hour + benefits. This is a Classified, Non-Exempt, Full-Time position with a six (6) months probationary period.

General Description

Under the supervision of the Finance Director, the Accounts Receivable Clerk is responsible for various Finance-related tasks and special projects as assigned. This position will be the main staff member responsible for receiving utility payments and balancing bank deposits. The nature of the work performed by the Finance Department requires that an employee in this classification establish and maintain close cooperative working relationships with personnel in other departments and the general public.

Job Duties

- Answers telephone and greets visitors; provides information or refers inquiries to appropriate personnel; routes incoming calls and records messages; responds to emails and faxes as necessary.
- Utilizes computerized data entry equipment and various word processing and file maintenance programs to enter, store, and/or retrieve information; maintains pertinent files and records; scans and copies documents as necessary; ensures files are complete and accurate.
- Clerical work, data entry, file maintenance, mailing.
- Attend customers and take in-person and phone payments and apply such payments accurately on deposits and accounting system.
- Assist Utility Billing Administrator in processing work orders and compiling monthly shut-off list
- Perform daily check, credit card, and ACH deposits.
- Encourages customers to sign up for utility auto-pay
- Assist in the daily operations of the Finance Department.
- Participate in meetings, seminars, etc., as appropriate.
- Reviews daily deposits for accuracy, makes corrections as necessary.
- Perform special Finance and/or Tax projects and analysis as assigned
- Seeks methods of process improvement and paper elimination.
- Performs related duties as assigned.

Essential Skills, Knowledge, Abilities

Knowledge of:

- Applicable federal, state, and local laws, rules, codes, and regulations related to assigned activities.
- City organization, operations, policies, and objectives.
- Modern office practices, methods, procedures, and equipment.
- Record-keeping principles, procedures, and techniques; including adequate documentation.
- Knowledge of computers and proficiency with computer software, such as Outlook, Word and Excel; familiarity with SSI VIP Accounting software system a plus.

Skills and Abilities to:

- Maintain accurate financial and statistical records with attention to detail.
- Verify, balance, and adjust accounts.
- Prepare special reports and projects as assigned.
- Learn, read, interpret, apply, and explain codes, rules, regulations, policies, and procedures.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing; including producing all forms of communication in a clear, concise and understandable manner. Visual and hearing acuity.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities, and meet critical time deadlines.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with coworkers and the public
- Strong organizational and analytical skills;
- Able to use desktop and laptop PCs, printers, calculators, cash registers, telephones, postage machines, and other office equipment.
- Must be able to work and solve problems independently.
- Must be able to make decisions in accordance with established policies and procedures.
- Maintain professional appearance and conduct at all times.
- Good character, honest, trustworthy, dependable, efficient.
- Background check required-must be able to pass background check.

Minimum Qualifications

- Possession of a valid state driver's license.
- Obtained High School Diploma or GED;
- Must be bondable
- Six (6) months work experience in finance or taxation; or
- Equivalent combination of education and related experience required.

Preferred Qualifications

- One (1) year of work experience in municipal finance and federal tax rules and regulations;

Physical/Mental Abilities and Work Environment

- Physical Requirements: Rarely: Climbing stairs, climbing ladders, squatting, crawling, and lifting (0lbs – 30lbs);
- Physical Requirements: Occasionally: Color distinction, standing, walking, pushing/pulling, and reaching overhead;
- Physical Requirements: Frequently: Repetitive hand motions, grasping, holding, finger dexterity, writing, hand-eye coordination, visual inspection, sitting, and bending over;
- Physical Requirements: Constantly: Reading, hearing, and talking;
- Work Environment: Rarely: Driving car/truck, driving mower/forklift, night/dark, extreme noise levels, extreme temperatures, outside, dust, fumes, chemicals, gases, exposure to hazardous conditions, use of respirator, electrical hazards, and acidic harsh or oily substances;
- Work Environment: Constantly: Inside and office setting.

** Passing a Civil Service Exam is required, **tentatively scheduled for Saturday, June 8, 2024, at 9:00 AM.**

** Must pass a drug screen, and background check prior to hire.

Applications may be obtained on the City of Trenton website and at the City of Trenton. Please fill out the application and return it to Trenton Civic Center, 11 East State Street, 45067.

Deadline is 3:00 PM, Tuesday, May 21, 2024.

For further information, call 513-428-0150 or email employment@trentonoh.gov

Trenton is an EEO/AA employer.