

POSITION DESCRIPTION

CITY OF HIGHLAND HEIGHTS

An Equal Opportunity Employer

JOB TITLE: ACCOUNT CLERK

DEPARTMENT: FINANCE

PAY GRADE HOURLY/NON-EXEMPT - \$47,336 - \$51,224

IMMEDIATE SUPERVISOR: FINANCE DIRECTOR

JOB SUMMARY: The Account Clerk- Accounts Receivable is responsible for maintaining and reconciling all records of revenue received by the City. This position is also responsible for Customer Service at the Finance window and phones.

QUALIFICATIONS:

- High School Diploma
- Strong computer skills, including proficiency in Microsoft Office Suite. Experience with accounting software a plus.
- Familiarity with spreadsheets and the ability to generate reports and maintain accurate records.
- Strong attention to detail and accuracy in data entry and record-keeping.
- Excellent communication and interpersonal skills.
- Ability to prioritize tasks and work efficiently.

KEY ESSENTIAL FUNCTIONS:

Revenue processing

- Process incoming payments in compliance with financial policies and procedures.
- Receive daily receipts for all departments and prepare deposit for bank.
- Prepare and send invoices to clients accurately and promptly.
- Monitor accounts receivable aging and follow up on overdue or returned payments.
- Resolve payment discrepancies and billing issues in a timely manner.
- Reconcile accounts receivable ledger to ensure accuracy and completeness.

Recreation and General Administrative Tasks:

- Maintain records of all financial transactions related to recreation programs and activities.
- Generate reports and spreadsheets to track revenue, expenses, and budget allocations.
- Assist with the coordination and administration of payment processes for program registrations, facility rentals, and other recreation-related fees.
- Collaborate with recreation staff to ensure accurate and timely recording of financial data.
- Process title requests for outstanding special assessments.
- Assist with Month end closing and balancing.

- Answering phone calls.
- Attend to finance window.
- Assist with filing, data entry, and other clerical duties.

BENEFITS:

- Competitive salary
- Health insurance
- Dental
- Life Insurance
- OPERS
- Paid time off and holidays

To apply, please submit resume and cover letter by February 16th, 2024 to Micki Fioritto at mfioritto@highlandhts.com or by mail to: 5827 Highland Rd, Highland Heights, OH 44143.