



City Of Columbus  
Job Posting

**Department:** Clerk Treasurer Office  
**Title:** Account Receivable Clerk  
**FLSA:** Non-exempt  
**Supervised By:** Clerk Treasurer  
**Supervises:** None  
**2018 Salary Range:** \$25,846 - \$36,922  
**Application deadline:** Wednesday, December 20, 2017 at 5 p.m.

**General Description:**

- Enter receipts and balance daily deposit.
- Prepare minutes, Council agendas and other record keeping.
- Greet the public and answer the phone.

**Responsibilities:**

- Assist with the daily activities of the office.
- Receipt all money, balance daily bank records, and prepare daily deposits.
- Record keeper of ordinances and resolutions.
- Prepare and compile correspondence for City Council Agenda to be distributed to the Council, media and City website.
- Attend weekly Board of Public Works meetings, prepare minutes and post minutes to City website.
- Assist with all legal ads for City as required.
- Prepare bid packets and notify all bidder of acceptance or rejection of bids.
- Accept and track all bids, quotes, proposals coming in for upcoming City projects.
- Manage postage on all outgoing mail for City Offices.
- Update City website for Clerk Treasurer Office.
- Print Account Payables checks for Columbus City Utilities and maintain bank reports.
- Run monthly appropriation reports and enter internal appropriation transfers for all City departments as required.
- Cross-train for other duties within the office as directed, and fill other roles when needed.
- Exhibit excellent, professional customer service and communication to both internal city customers and the community at large.
- Manage fixed asset report.
- Posting of local contracts on State of Indiana website.
- Ability to learn and competently use Tyler/Munis software and all other payroll software.
- Respond to all online inquiries related to the Clerk department
- Open office at 8 am and close office at 5 pm.
- Perform other related duties as required.

**Job Qualifications:**

- High School diploma or GED.
- Knowledge of basic government and accounting helpful.
- General Knowledge of computers, proficiency with Office suite of products and office equipment including fax, copier, mail machine, multi-line phone, calculator.
- Communicate professionally, clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective, professional relationships with co-workers, supervisor, media representatives and public.
- Ability to multi-task and prioritize multiple responsibilities.
- Ability to work independently.
- Ability to take direction and implement precisely.

**Working Conditions:**

- Office setting. Normal hours are 8-5 M-F. Occasional overtime to meet deadlines or attend meetings may be required.

This description is intended to describe the type and level of work being performed by the person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person.

DATE ADOPTED: November 27, 2017

REVIEWED AND APPROVED: November 2017

FORMATTED: November 2017