

Title: Account Specialist I
Department: Community Services
Division/Office: Administrative Section



Grade 2114; Hourly position; Category: Classified; Job Code: ASP1; Rev.:07/01/2021

General Description

The purpose of this position is to perform entry level bookkeeping/clerical tasks, account - keeping, auditing and related tasks.

This position works under close supervision according to set procedures.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Deposits monies into appropriate accounts.
- Collects payments, program fees and user charges.
- Posts and balances daily receipts and investments.
- Verifies the accuracy of bills.
- Types letters for enclosure with bills.
- Batches outgoing mail according to zip codes.
- Maintains property owner/customer lists.
- Calculates delinquent penalty amounts.
- Answers billing questions from customers.
- Operates complex financial computerized software programs and make changes as necessary.
- Develops simple programs and assist senior staff in operating programs.
- Types correspondence related to customer accounts.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent supplemented with clerical, accounts payables, receivables, bookkeeping, finance, or closely related experience.

Additional Requirements:

Some knowledge of modern clerical account-keeping practices; good knowledge of office terminology, procedures, and equipment, and of business arithmetic and English; ability to type from clean copy or rough draft at a reasonable rate of speed; ability to understand and follow oral and written instructions; willingness and ability to adapt to new office procedures as required; working knowledge of computers and office applications; regular and timely attendance; performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Americans with Disabilities Act Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and

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repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement