

# The City of Columbia City

*In Columbia County on the Columbia River*



October 24, 2017

## **ANNOUNCEMENT OF POSITION OPENING**

**TITLE: ACCOUNT CLERK (part-time 30 hours per week)**

General Statement of Responsibilities: The Account Clerk performs a variety of routine, semi-skilled and skilled bookkeeping and accounting tasks involved with water and sewer utility accounts, including billing, receipts, reports and other account activities; employee payroll and payroll reports; performs other duties in support of accounts payable and accounts receivable; performs secretarial and clerical services; and related work as required.

Supervision Received: Works under the direct supervision of the City Administrator.

Supervision Exercised: Supervision is not normally a responsibility of positions in this classification.

Education and Experience: Minimum high school graduate or equivalent education; preference given to Associates or Bachelor's Degree in related field. Requires minimum of two years experience with computer applications for finance activities and computer networks; preference given to experience in governmental accounting work and experience with Springbrook Software. Combination of equivalent experience and education may substitute.

Necessary Knowledge, Skills and Abilities: Knowledge of general office practices and procedures; record keeping practices; filing systems; appropriate cash handling procedures; record keeping practices used in the maintenance of accounts receivable/payable/payroll. Skill in the operation of standard office equipment and computer applications, including networks. Ability to properly record and document financial transactions; deal effectively with frequent interruptions; establish and maintain effective working relationships with employees and the general public; clarify information, resolve discrepancies, and explain accounting policies to other employees, vendors, or agencies; meet and deal with the public courteously and tactfully, establish priorities and organize workload; organize, file and retrieve materials and documents; communicate effectively both verbally and in writing; work with limited supervision and use independent judgment in making decisions; interpret governing laws, codes and

**PO Box 189 ♦ 1840 Second Street ♦ Columbia City, Oregon 97018**

**Phone 503-397-4010 ♦ Fax 503-366-2870**

**E-mail [colcity@columbia-city.org](mailto:colcity@columbia-city.org) ♦ Web site [www.columbia-city.org](http://www.columbia-city.org)**

regulations; understand and follow oral and written instructions, learn clerical tasks readily, and adhere to prescribed departmental routines and policies.

Essential Functions: Must be able to demonstrate: ability to type 40 words per minute; basic knowledge of computer operations including word processing, spreadsheet programs and computer networks; ability to rapidly and accurately operate a 10-key calculator and use common office equipment; pleasant telephone skills; knowledge of principles and methods used in finance and banking.

Salary and Benefits: Salary range \$15.73 to \$21.08 per hour. Benefits, when eligible, include membership in the Public Employees Retirement System (PERS), pro-rated paid holidays, sick leave, and vacation leave days; and Post-Separation Health Reimbursement Arrangement (HRA) contributions.

Starting Date: As soon as position is filled.

Method of Application and Closing Date: Applications will be accepted until 5:00 p.m. on Wednesday, November 15, 2017. Application packets may be:

- Downloaded from the City's website at [www.columbia-city.org](http://www.columbia-city.org);
- Obtained by sending an email to [colcity@columbia-city.org](mailto:colcity@columbia-city.org); or
- Picked up at City Hall during regular work hours, 1840 Second Street, Columbia City, Oregon 97018.
- For more information call (503) 397-4010.

Selection Guidelines: Formal application, rating of education and experience, job related testing, oral interview, reference check, and background check. Must successfully complete an employment physical and be bondable. All things being equal, the City may give preference to veterans when making hiring decisions.

*The City of Columbia City is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, age, ancestry, national origin, political affiliation, veteran status, military status, injured worker status, physical handicap or disability which cannot reasonably be accommodated, marital status, sex, sexual orientation, or any other protected classification or work relationship.*

# APPLICATION FOR EMPLOYMENT CITY OF COLUMBIA CITY

1840 Second Street, PO Box 189  
Columbia City, OR 97018

Phone: (503) 397-4010 Fax: (503) 366-2870 E-mail: [colcity@columbia-city.org](mailto:colcity@columbia-city.org)  
Website: [www.columbia-city.org](http://www.columbia-city.org)

POSITION DESIRED \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_  
Last
First
Middle

ADDRESS \_\_\_\_\_  
Street
City
State
Zip

MAILING ADDRESS \_\_\_\_\_  
Street
City
State
Zip

HOME PHONE \_\_\_\_\_ MESSAGE PHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

Are you a member of the Public Employees' Retirement System (PERS) or the Oregon Public Service Retirement Plan (OPSRP)? If so, PERS or OPSRP Number \_\_\_\_\_

Date available for employment: \_\_\_\_\_

Are you employed now? \_\_\_\_\_ If yes, may we contact your present employer? \_\_\_\_\_ If yes, give name and phone number: \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_ License No./State: \_\_\_\_\_

Can you perform the essential functions of the job(s) for which you are applying? \_\_\_\_\_

## EDUCATION TRAINING RECORD

	ELEMENTARY	HIGH	COLLEGE	GRADUATE
SCHOOL NAME AND LOCATION				
YEARS COMPLETED	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
COURSE OF STUDY				

*The City of Columbia City is an equal employment opportunity employer. All applicants will be considered without regard to age, color, national origin, religion, sex or other protected status in accordance with applicable federal and state equal employment opportunity laws.*

**SPECIAL SKILLS, QUALIFICATIONS AND CONSIDERATIONS**

Summarize special skills and qualifications, volunteer activities, military experience, employment or other activities related to the job you are seeking:

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**LIST LICENSES OR CERTIFICATES REQUIRED BY THE ANNOUNCEMENT**

Title of License or Certificate	Number	Issuing Agency	Date issued/date expired

**REFERENCES (Work Related)**

1. 

Name	Address	Phone	Occupation
2. 

Name	Address	Phone	Occupation
3. 

Name	Address	Phone	Occupation

**REFERENCES (Personal)**

1. 

Name	Address	Phone	Occupation
2. 

Name	Address	Phone	Occupation
3. 

Name	Address	Phone	Occupation

**EMPLOYMENT EXPERIENCE**

**Start with your present or last job. List your last three jobs in order. Do not omit any job.**  
(Attach additional pages if necessary)

Name of present or last employer \_\_\_\_\_

Type of business \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_ (month/year)

Reason for leaving \_\_\_\_\_

Job title \_\_\_\_\_ Name of supervisor \_\_\_\_\_

Job duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What did you like most about your job? \_\_\_\_\_

\_\_\_\_\_

What did you like least about your job? \_\_\_\_\_

\_\_\_\_\_

Name of next previous employer \_\_\_\_\_

Type of business \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_ (month/year)

Reason for leaving \_\_\_\_\_

Job title \_\_\_\_\_ Name of supervisor \_\_\_\_\_

Job duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What did you like most about your job? \_\_\_\_\_

\_\_\_\_\_

What did you like least about your job? \_\_\_\_\_

\_\_\_\_\_

Name of next previous employer \_\_\_\_\_

Type of business \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_ (month/year)

Reason for leaving \_\_\_\_\_

Job title \_\_\_\_\_ Name of supervisor \_\_\_\_\_

Job duties \_\_\_\_\_

\_\_\_\_\_

What did you like most about your job? \_\_\_\_\_

\_\_\_\_\_

What did you like least about your job? \_\_\_\_\_

\_\_\_\_\_

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM BEFORE SIGNING.**

I certify that all answers and statements I have made on this application (and resume or other supplementary materials) are true and complete without omissions. I understand that any false information will be grounds for refusal to hire or for immediate discharge if I am employed. I authorize any of the persons or organizations named in this application to give you complete information and records regarding my employment, education, character and qualifications.

YES                       NO

I will be responsible for familiarizing myself with all rules and regulations of the City of Columbia City as they presently exist or are later modified. I recognize that my employment can be terminated, at the discretion of the City of Columbia City or at my option, without notice, at any time, except as specifically set forth in writing in the City of Columbia City Personnel Policies and Procedures Manual.

YES                       NO

I also understand that no representative of the City of Columbia City has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment, except as specifically stated in the City of Columbia City Personnel Policies and Procedures Manual.

YES                       NO

I have read, understand and agree with the above.

By: \_\_\_\_\_  
Signature of Applicant

Date: \_\_\_\_\_

**CITY OF COLUMBIA CITY  
CONFIDENTIAL APPLICANT INFORMATION**

The City of Columbia City is dedicated to a policy of equal opportunity in employment without regard to age, color, national origin, religion, sex, or other protected status in accordance with applicable federal and state equal employment opportunity laws.

The following information is necessary for the City of Columbia City to monitor its hiring practices consistent with its commitment to further the principle of Equal Employment Opportunity and to prepare reports required by law for the State and Federal government. Providing this information is voluntary and will be kept confidential.

\_\_\_\_\_  
LAST NAME                                      FIRST NAME                                      MIDDLE

\_\_\_\_\_  
POSITION APPLYING FOR                                      APPLICATION DATE

SEX:                      Male \_\_\_\_\_                                      Female \_\_\_\_\_

ETHNIC IDENTIFICATION (Please check the one category that best represents your ethnicity)

\_\_\_\_\_ **WHITE** (*not of Hispanic origin*): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

\_\_\_\_\_ **BLACK** (*not of Hispanic origin*): All persons having origins in any of the black racial groups.

\_\_\_\_\_ **HISPANIC**: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

\_\_\_\_\_ **AMERICAN INDIAN or ALASKAN NATIVE**: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

\_\_\_\_\_ **ASIAN or PACIFIC ISLANDERS**: All persons having origins in any of the original peoples of the Far East, Southeast Asia, The Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, The Philippine Islands, and Samoa.

**HOW DID YOU LEARN OF THIS EMPLOYMENT OPPORTUNITY? (Please specify source name)**

\_\_\_\_\_ Newspaper \_\_\_\_\_

\_\_\_\_\_ Professional Magazine \_\_\_\_\_

\_\_\_\_\_ State Employment Office \_\_\_\_\_

\_\_\_\_\_ City Website

\_\_\_\_\_ Friend or relative \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_

## **City of Columbia City**

### **JOB DESCRIPTION**

**POSITION: Account Clerk**

#### **GENERAL PURPOSE**

Performs a variety of routine, semi-skilled and skilled bookkeeping and accounting tasks involved with water and sewer utility billing and receipts and payroll; performs duties in support of accounts payable and accounts receivable. Completes related reports and maintains related files; performs secretarial and clerical services; performs related work as required.

#### **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification performs routine and semi-skilled bookkeeping and accounting work. Work may involve considerable contact with the general public. An employee in this position is generally expected to work independently, but may refer exceptional situations to the appropriate authority.

#### **SUPERVISION RECEIVED**

Works under the direct supervision of City Administrator/Recorder.

#### **SUPERVISION EXERCISED**

Supervision is not normally a responsibility of positions in this classification.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Maintains water and sewer utility billing records; initiates necessary action regarding bills and payments, service problems, disconnects and reconnects of utility service, new service connections, service fee changes, etc. Communicates and coordinates with employees of the Public Works Department and service customers about utility matters as needed.
2. Prepares payroll, maintains payroll records, and prepares related monthly, quarterly and year-end reports and reconciliations including, but not limited to, PERS reports, Federal tax returns, State tax returns, and W-2s.
3. Maintains files; cashiers and keeps records of cash receipts.
4. May prepare accounts payable, maintains records relating to accounts payable, and complete related reports, including 1099s.



5. Establishes record keeping systems; compiles financial and statistical information.
6. May assist with audit preparation and work closely with the auditor during audit field work.
7. May attend meetings such as Planning Commission or City Council or fill in as Court Clerk if needed.
8. Does related work as required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **PERIPHERAL DUTIES**

May serve on a variety of employee committees or assist with other regular office duties as required.

### **EXPERIENCE**

Requires minimum of two years experience with computer applications for finance activities and computer networks; preference given to experience in governmental accounting work and experience with Springbrook Software.

### **EDUCATION AND/OR TRAINING**

Minimum High School graduate or equivalent education; preference given to Associates or Bachelor's Degree in related field. Combination of equivalent experience and education may substitute.

### **KNOWLEDGE OF**

Knowledge of general office practices and procedures; record keeping practices; filing systems; appropriate cash handling procedures; record keeping practices used in the maintenance of accounts receivable/payable/payroll. Skill in the operation of standard office equipment and computer applications, including networks. Ability to properly record and document financial transactions; deal effectively with frequent interruptions; establish and maintain effective working relationships with employees and the general public; clarify information, resolve discrepancies, and explain accounting policies to other employees, vendors, or agencies; meet and deal with the public courteously and tactfully, establish priorities and organize workload; organize, file and retrieve materials and documents; communicate effectively both verbally and in writing; work with limited supervision and use independent judgement in making

decisions; interpret governing laws, codes and regulations; understand and follow oral and written instructions, learn clerical tasks readily, and adhere to prescribed departmental routines and policies.

### **SKILL IN AND ABILITY TO**

Operate standard office equipment, including computer applications. Complete bookkeeping and accounting tasks and assist in the preparation of financial statements, annual financial reports and budget document. Properly record and document financial transactions. Deal effectively with frequent interruptions. Establish and maintain effective working relationships with employees and the general public. Clarify information, resolve discrepancies, and explain accounting policies to other employees, vendors, or agencies. Meet and deal with the public courteously and tactfully. Establish priorities and organize workload. Organize, file and retrieve materials and documents. Communicate effectively both verbally and in writing. Work with limited supervision and use independent judgement in making decisions; interpret governing laws, codes and regulations. Must be able to understand and follow oral and written instructions, learn clerical tasks readily, and adhere to prescribed departmental routines and policies.

### **ESSENTIAL FUNCTIONS**

Must be able to demonstrate: ability to type 40 words per minute; basic knowledge of computer operations including word processing, spreadsheet programs and computer networks; ability to rapidly and accurately operate a 10-key calculator and use common office equipment; pleasant telephone skills; knowledge of principles and methods used in finance and banking.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works primarily indoors, in an office environment. The noise level in the work environment is usually quiet, but can at times be noisy and distracting.

### **PHYSICAL DEMANDS OF THE POSITION**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit and talk or hear, and observe, use hands to finger, handle, feel or operate objects,

tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee is typically required to move materials weighing up to 10 pounds on a recurring basis, and must occasionally lift and/or move more than 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **SELECTION GUIDELINES**

Formal application, rating of education, and experience; oral interview and reference check. Must successfully complete screening examinations, job related tests as required, background checks, employment physical and other processes as may be determined by the City Council. Must be bondable.

**FLSA EXEMPTION STATUS:** Non-Exempt