



July 2022

FINANCE CLERK Temporary Part-Time

DEFINITION:

Under the direction of the Finance Director, or designee, this floating position performs a variety of general clerical tasks, including filing, cash handling, updating records and tracking transactions. This is a temporary position, with no expectation of full-time, long-term, regular employment. Position requires five hours per day, four days a week.

ESSENTIAL FUNCTIONS:

- Enters data for utility billing and other transactions, as well as vendor invoices to accounts payable.
- Transfers other financial data into excel.
- Updates and maintains filing systems.
- Reports errors, discrepancies and customer complaints to supervisor.
- Acts as back-up to staff for utility payments and other cash handling transactions.
- May assist Business Manager on specific projects.
- Other duties as may be assigned.

KNOWLEDGE/SKILLS:

- Basic data entry experience
- General mathematical skills related to cash handling.
- Good understanding of filing systems.
- Excellent interpersonal and communications skills
- Ability to provide excellent customer service.
- Flexibility to work independently or on a team.

EDUCATION & EXPERIENCE:

- High School diploma or GED required
- Minimum of 9 to 12 months of general office experience

PHYSICAL REQUIREMENTS:

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.

PHYSICAL REQUIREMENTS: (con't)

- Frequently sits for extended periods of time. Occasionally stands for short durations of time and walks short distances.
- Occasionally reaches above, at and below shoulder level.
- Occasionally lifts, carries, pushes and pulls materials and objects up to 10-15 pounds.
- Frequently uses a computer and telecommunications equipment.
- Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed.
- Occasionally bends, stoops, kneels, handles, grips, grasps, extends neck upward, downward, or side-to-side.
- Ability to effectively verbally communicate to exchange information and to effectively hear and comprehend oral instructions and communications in an office environment.

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.

- Primarily works indoors with no exposures to inclement weather, conditions, or hazards.

The noise level in the work environment is usually quiet in the office.

This job description is not intended to be all-inclusive. The employee may also perform other reasonably related duties as assigned. The City of Guadalupe provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

HOURLY SALARY: \$15.00

TO APPLY: Go to our website at www.ci.guadalupe.ca.us and download our employment application. Send completed application to:

City of Guadalupe
HR Department
P. O. Box 908
Guadalupe, CA 93434

OR

Email to: avillegas@ci.guadalupe.ca.us