



CITY OF GUADALUPE
FINANCE CLERK
Part-Time (30 Hours)

October 2022

DEFINITION:

Under the direction of the Business Manager, or designee, this position performs a variety of clerical tasks, including, but not limited to primarily cashiering duties, filing, updating records and tracking transactions. The hours are scheduled based on the needs of the department.

ESSENTIAL FUNCTIONS:

- Customer service and cashiering duties relating to utility billing
- Enters data for utility billing and other transactions
- Transfers other financial data into Excel software
- Updates and maintains filing systems for utility billings
- Reports errors, discrepancies and customer complaints to supervisor
- Acts as back-up to staff for utility payments, accounts payables and other cash handling transactions
- May assist Business Manager on specific reports
- Other duties as may be assigned, related to other finance functions

KNOWLEDGE/SKILLS:

- Verbal bilingual, Spanish, required; written, preferred
- 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 cashiering and customer service

Finance Clerk

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.

- 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 and 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 this position; average depth perception needed.
- Occasionally bends, stoops, kneels, handles, grips, grasps, extends neck upward, downward, or side-to-side.
- Ability to communicate to exchange information effectively verbally 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.

GENERAL INFORMATION

SALARY RANGE: \$19.578 to \$26.238 per hour

BENEFITS: CalPERS Retirement, health, dental, vision, life, IRS 457 Plan, vacation, sick leave

HOW TO APPLY: Go to the City's website at: www.ci.guadalupe.ca.us and download our application. Send to: City of Guadalupe, Attn: HR, P.O. Box 908, Guadalupe, CA 93434 OR Email to: avillegas@ci.guadalupe.ca.us

DEADLINE DATE: Open Until Filled

EQUAL OPPORTUNITY EMPLOYER