


Department: Treasurer's Office	
Title: Accounting Clerk I	
Status: Non-Exempt	

Summary Objective

The purpose of this position is to provide clerical support in the preparation and/or maintenance of fiscal or related records.

This class works under close supervision according to set procedures.


Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Enters data for collections and accounting for tax collections of all types of taxes; keying in payments and revenue.
- Receives receipts, and accounts for checks and cash received daily.
- Files various fiscal transaction documents.
- Searches documents for posting errors.
- Collates, sorts and complies fiscal data in accordance with procedures.
- Process collections for delinquent taxes using various agencies allowed in the office.
- Assists the public with inquires related to agency services.
- Process State and Estimated Income Taxes and assist with State Audit.
- Provides assistance to attorney's/title companies seeking tax related information.
- Responsible for and balancing of daily cash drawer and petty cash.
- Maintains and manages return checks as well as online return items and notification of same.
- Processes and balances all cashier's daily work, prepares daily bank deposit and works with finance on finalizing daily work.
- Performs miscellaneous clerical work.
- Performs related work as assigned.

Minimum Education and Experience Requirements:

- High School graduation or GED equivalent.
- Some bookkeeping or office experience; or equivalent combination of education, training, and experience.

Franklin, Virginia	
Title: Accounting Clerk I, Treasurer's Office	
Status: Non-Exempt	

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Unavoidable Hazards (Work Environment):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None

Special Certifications and Licenses:

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

Americans with Disabilities Act Compliance

The City of Franklin is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Franklin and an employee and is subject to change by the City as its needs change.