

OFFICE CLERK/RECEPTIONIST

General Statement of Duties:

Office Clerk/Receptionist for the City of Bonners Ferry, meeting and greeting all who enter City Hall, directing them appropriately as well as performing secretarial and accounting functions of the Office of Clerk/Treasurer as directed. This position is an "at will" position as are all employment positions with the City of Bonners Ferry. This position serves at the discretion of the Mayor, City Council, and Clerk/Treasurer with the Clerk/Treasurer being the immediate Supervisor.

Specific Responsibilities:

1. Meet, greet, and direct the public in a professional manner
2. Answer phones and relay messages in a timely fashion including radio dispatch to City employees
3. Receipt all money received at the City of Bonners Ferry
4. Reconcile daily cash and deposit the funds
5. Work with accounts receivable and accounts payable
6. Notify customers of delinquencies and disconnect orders
7. Assign accounts to collection agency
8. Maintain vendor files
9. Type and file
10. Proficiency in MS Word and Excel
11. Track various data bases and keep them current
12. Strong organizational skills required
13. Work closely with all employees and department heads regarding City business
14. Deliver and pick up City mail and run errands
15. Order office supplies and keep supplies stocked
16. Comply with all City policies
17. Work closely with the outside auditor of the City during the annual audit
18. Must maintain confidentiality of information
19. General knowledge of all office functions including clerking of meetings and assumes responsibility of the office in the absence of the Clerk/Treasurer, Billing Clerk, and Bookkeeper/Payroll Clerk
20. Perform a variety of complex duties designed to expedite services provided through the varied responsibilities of the office
21. All other duties as assigned

Standards of Performance:

High degree of performance required. Ability to communicate and work effectively with elected officials, employees, professionals, vendors, and general public acting in a professional and courteous manner. Must be reliable and able to work under pressure while meeting deadlines; must be flexible and have the ability to organize and prioritize a variety of related and unrelated tasks; must maintain composure and have the ability to deal with people in sensitive situations.

Preparation, Training, Education, and Experience:

High school graduate, two to four years course work in general office practices, two to four years experience in related duties, or equivalent combination of education and experience. Mathematic skills and attention to detail required. Must have job related equipment skills with a strong emphasis on computer data base programs.

Machines, Tools, Equipment and Work Aids:

Knowledge in entering and retrieving information from automated data systems. Knowledge in the use of computer hardware, including printers, terminals, keyboards, scanners, and a variety of different computer programs. Knowledge in the use of fax machines, typewriters, adding machines, copy machines, cash registers, and recording equipment.