



**CITY OF ALTON**  
Civil Service  
101 East Third Street, Room 100  
Alton, IL 62002

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**ACCOUNT CLERK**

**Accepting applications November 28 – December 12, 2018**

Salary: \$3,098.61/month

Minimum Requirements

- A high school diploma or equivalent
- **Two years of verifiable accounting experience OR 6 hours of college level accounting with a passing grade of “C” or better AND one year of verifiable office experience.**
- Must be proficient with Microsoft Office Word and Excel
- Must be willing to work a flexible work schedule between the Offices of the Comptroller and the Treasurer with duties assigned by the Comptroller and/or the Treasurer.

(See attached Job Description for full list of duties/responsibilities and requirements.)

\*As the person entering this position will be handling moderate sums of cash, he/she will be required to undergo a background investigation and credit check and meet acceptable standards as a result of those checks.

Please submit the online application by **5:00pm, December 12, 2018.**

Testing will be scheduled for qualified applicants. All qualified applicants will be contacted regarding the test date, time, and location.

## CIVIL SERVICE COMMISSION

Alton, Illinois

### Job Description

#### **Account Clerk I – Sewer/Trash Collection Billing**

(Comptroller's Office)

#### GENERAL STATEMENT OF DUTIES

Responsible for maintaining billing records for City sewer/trash collection services, and handles related phone and counter activities, processes sewer/trash collection change orders, and prepares invoices. Duties will include, but not limited to, phone, counter and financial procedures related to the billing and collection of trash and sewer payments.

#### EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Provides front line customer service to the general public. Must perform duties in pleasant and courteous manner at all times.
- Receives and responds to telephone calls and visitors; handles incoming mail requiring individualized attention (e.g. researching a customer account, handling a payment returned without proper stub, making requested changes, etc.)
- Processes sewer/trash collection data according to orders received from various sources (American Water, Public Works dept., etc.) regarding connections, disconnections, etc. or from real estate agencies, banks, or title companies regarding property sales in the City. Processes ownership transfers from the Township Assessor's office, Madison County and the city's Building and Zoning department.
- Provides back up to recording commercial water usage readings received from the water company and entering figures into the computer to generate commercial sewer billings.
- Provides backup for all Account Clerk positions in their absence.
- Works with the staff in both the Treasurer's office and Comptroller's office as job demands dictate and as coordinated by the Treasurer and Comptroller.
- Other duties as may be assigned.

#### SUPERVISION RECEIVED

Supervision is provided by the City Treasurer and/or the City Comptroller.

#### MINIMUM QUALIFICATIONS

- A high school diploma or equivalent
- Two years of verifiable accounting experience OR 6 hours college level accounting with a passing grade of "C" or better and one year of verifiable office experience.
- Proof of Alton residency required (must meet requirement by 90 days after end of probation period)
- Must be proficient with Microsoft Office Word and Excel
- Must be willing to work a flexible work schedule between the Offices of the Comptroller and the Treasurer with duties assigned by the Comptroller and/or the Treasurer.

As the person entering this position will be handling moderate sums of cash, he/she will be required to undergo a background investigation and credit check and meet acceptable standards as a result of those checks.

In accordance with AFSCME contract, this position becomes Account Clerk II after 2 years of employment.

August, 2013