



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

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## **EXTERNAL AFSCME POSITION AVAILABLE**

**POSITION TITLE: ACCOUNT CLERK I-BILLING**

**DEPARTMENT: Comptroller**

**Base Salary: \$3,471.59 PER MONTH**

### **REQUIREMENTS:**

- 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.
- Must be proficient with Microsoft Office Word, Outlook and Excel

**Job description included.**

**Application due: by 4pm August 8<sup>th</sup>, 2022.**



**CIVIL SERVICE COMMISSION**  
Alton, Illinois

**Job Description**  
**ACCOUNT CLERK II - BILLING**  
(City Comptroller's Office)

**GENERAL STATEMENT OF DUTIES**

Responsible for maintaining billing records for City accounts payable, and handling related phone and counter activities, sewer/trash collection inquiries, and preparing invoices. Provides general office assistance including receiving/referring phone calls and visitors and filling in for other Account Clerk II's as necessary.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES**

- Processes City general fund checks; arranges for check distribution.
- Manages the City's incoming and outgoing mail; opens, stamps and distributes mail throughout City departments.
- Enters invoices for payment of all City bills, compiling the bill listing for approval by City council; distributes bill listing and makes corrections as needed; runs "special" checks as needed each Friday.
- Registers all new vendors, collects information and issues 1099's and reports to IRS.
- Tracks quarterly and recurring payments in quarterly budget.
- Tracks and posts report for postage usage for all departments, journalizes monthly sewer transfer and posts bills for City owned sewer accounts.
- Books all garage service, fuel and parts charges for the City's fleet.
- Prepares EPA report, summarizing all sewer billing and payments by fiscal year.
- Checks each foreclosed property in sewer billing, make a notation regarding the foreclosure and scans each document onto sewer account.
- Provides copies of cashed checks for grant submission or as proof of payment.
- Assists phone and counter inquiries as needed for sewer/trash questions and accounts payable questions.
- Provides backup for all Account Clerk positions in their absence.
- Other duties as assigned.

**SUPERVISION RECEIVED**

Supervision is provided by 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.
- Must be proficient with Microsoft Office Word, Outlook and Excel
- 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.

August, 2018