



City of Danville, Illinois Position Description

Position Title: Finance Secretary/Accounts Clerk
Classification No. 304.00

Department: Public Affairs

Division: Finance

Type of Position:

Full Time Regular Temporary Overtime Exempt Union
 Part-Time Seasonal Non-Exempt Non-Union

Position Reports To/Supervised By: Comptroller/Deputy Comptroller

Position Oversees/Supervises: N/A

Position Summary: The general purpose of this position and/or contribution to the department:

The Finance Secretary/Accounts Clerk is a clerical union position that performs the following functions: coordination of department activities, scheduling, data entry, filing, bill processing, receipting, reception of customer communication, and archive department records.

Qualifications: The following are considered as minimum qualifications. Extensive related experience will be considered in lieu of these position requirements if they represent similar skills, knowledge, and levels of responsibility.

Education: The minimum educational requirements for this position are:

- Employee must hold a High School diploma or G.E.D. Certificate from a recognized educational institution.

Experience: Candidates for this position must possess the following experience, or experience deemed to be equivalent to the following:

- Employee must have three to five years of like experience in this field or a closely related field.

Required Skills: The following skills are basic to the functions of this position: Candidates must possess these skills.

- Employee must have computer skills including but not limited to Microsoft Word, Excel, Access, data base development and use.
- Employee must have basic math skills including addition, subtraction, multiplication, and division.
- Employee must be able to communicate effectively both verbally and in writing.
- Employee must be able to multi-task a variety of adverse conditions.
- Employee must be organized.

Required Licenses: The person holding this position must have the following licenses or be able to obtain the same within 30 days of their start date:

- None

Essential Duties and Responsibilities: The following examples are illustrative of the work duties and responsibilities of this position: In addition to this list, the employee is expected to carry out any work assignment made by his/her supervisor.

- Coordinates department activities
- Data Entry
- Filing
- Receipting
- Bill processing.
- Customer reception
- Archivist

Physical Demands: The physical demands shown on the accompanying Chart 2 are representative of those that must be met by the employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environmental Demands: The work environment characteristics shown on Chart 2 are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other Information: Employees of the City of Danville are expected to be honest, courteous and helpful to the public and handle matters in confidence. The City Council has adopted a "Code of Ethics" that is applicable to all employees and officers of the City.

Residency Requirements: Employees and Officers of the City of Danville must establish their principal residence in the City of Danville corporate limits within six months following successful completion of their probationary period. Department Heads are expected to live within the corporate limits.

Probationary Period: New employees must serve a 90-day probationary period. Successful completion of the probationary period is based on the employee's ability to carry out the essential duties and responsibilities of the position as determined by the individual's supervisor and/or department head.