



Account Clerk III
\$49,571 - \$60,253/year
(plus an excellent benefit package)

ABOUT THE CITY

Incorporated in 1964, Morro Bay is a full service, general law City located on California's Central Coast, halfway between San Francisco and Los Angeles on Scenic Highway 1. With population of 10,000, the City operates under the City Council/Manager form of government. Morro Bay has a temperate year-round climate, which makes it an ideal location for a variety of recreational activities. The atmosphere offers residents the peaceful tranquility of a coastal fishing village within close proximity to metropolitan areas.

ABOUT THE DEPARTMENT

The Morro Bay Administrative Services Department stands behind the City's motto "Rock Solid Together" in their efforts to provide professional, accurate and timely financial information and services to their customers: the citizens of Morro Bay, elected officials, fellow employees, vendors, the business community and visitors alike. The City has a total operating budget of over \$34 million, and the Administrative Services Department consists of 7.25 full-time employees.

ABOUT THE POSITION

This recruitment is to fill one vacancy. This position works under general supervision to perform lead utility billing duties; receivables, revenue reconciliation processing and general ledger account clerical work in the keeping, maintaining, posting, and verification of accounting, financial and statistical records; may process payables and do related work as required. May supervise subordinate clerical employees.

#rocksolidtogether

Desirable Qualifications

Knowledge of: Methods, procedures and terminology used in financial clerical work, including the processing and preparation of payables, receivables, miscellaneous revenue; modern office methods and procedures; filing methods and procedures; correct English usage, spelling, grammar and punctuation; policies, procedures; principles and practices of public relations; best practices of supervising employees.

Ability to: Perform account, financial, and statistical record keeping work including the ability to make calculations quickly and accurately; operate calculating and adding equipment with speed and accuracy; use independent judgment in carrying out instructions involving the control and auditing of data processing input and output; communicate at the level required for successful job performance; deal effectively and courteously with the public, City employees and elected officials; exercise sound judgment when responding to inquiries and demands; work effectively with co-workers.

Key Responsibilities:

- Computes and processes water bills.
- Maintains Utility customer files.
- Interprets monthly water consumption records to determine accuracy of readings.
- May audit, prepare, process, and pay accounts payable.
- Reconciles statements.
- Checks source documents and posts to accounts receivable and payable.
- Posts, adjusts and balances accounts.
- Prepares periodic reports.
- Checks data processing output for accuracy.
- Contacts citizens, vendors, and business owners to resolve account discrepancies, delinquent accounts, and other non-compliance issues.
- May supervise subordinate clerical employees.
- Performs related duties as required.

Education & Experience

Equivalent to graduation from high school with one year of college level studies in accounting, business, finance, economics, or a related field.

and

Two years prior accounting or clerical experience, preferably to include one year as an Account Clerk.

or

An equivalent combination of education and experience.

Benefits and Compensation

The City is offering a competitive compensation and benefits package, including:

- Salary range between and \$49,571 to \$60,253.
- CalPERS retirement (2% at 60 for “Classic” members and 2% at 62 for PEPRA).
- City pays ~80% of total family PERS medical insurance depending on the plan selected.
- City provides Dental, Vision coverage, and \$50,000 life insurance policy.
- 457 Deferred Compensation plans available with employer contribution.

Conditions of Employment

Employees in this classification are under an Agency Shop agreement that an employee may join with the Service Employees International Union (SEIU) Local 620.

Application Process

Candidates must submit a completed City application available on the City’s website at www.morrobayca.gov to the Laurie Goforth, Human Resources Analyst II at lgoforth@morrobayca.gov.

A resume will not be accepted in lieu of filing a City application but may be attached as additional information. Candidates are strongly urged to include a cover letter expressing their interest in the position.

SELECTION PROCESS

All applications received will be reviewed for completeness and job-related qualifications. Those candidates possessing the most desirable qualifications will be invited to participate in the selection process, which may include a skills assessment. The successful candidate must pass the City’s background check.

FIRST REVIEW OF APPLICATIONS: *Wednesday, December 22, 2021*

AN EQUAL OPPORTUNITY EMPLOYER