

Account Clerk

**The City of Huron has an opening for a full time
Account Clerk in the Finance Department**

- **Duties:** Responsible for account receivables, counter and telephone inquiries. Posting daily receipts. Scheduling service orders. Complete job description available on line.
- **Wage:** Hourly Wage: \$16.88
- **Applications Available:**
 - Online: www.huronsd.com, select "City Government" tab, then "City Employment"
 - City Finance Office, 239 Wisconsin Ave SW, 353-8505
 - S.D.D.O.L & R, 2361 Dakota Avenue South, 353-7155

Equal Opportunity Employer

Deadline: Open until filled

CITY OF HURON BENEFIT SUMMARY

as of 1/1/2020

This is an AFSCME eligible position and there is a 1040 hour probationary period.

Sick Leave:

- Employees accrues 3.7 hours per pay period of sick leave.
- Maximum accrual of sick leave is 600 hours.
- Sick leave accrues during the first six (6) months but is not usable until employee completes 1040 regular work hours.

Vacation Time:

- a. Group 1 - 0 – 6 years, shall be credited with 3.08 hours vacation per pay period, eighty (80) hours.
- b. Group 2 – After seven (7) years of continuous service, shall be credited with 4.62 hours vacation per pay period, one hundred twenty (120) hours.
- c. Group 3 – After fifteen (15) years of continuous service, shall be credited with 6.16 hours vacation per pay period, one hundred sixty (160) hours.
- d. All vacation accrues during the employee's first 6 months and is usable immediately following 1040 regular work hours.
- e. Maximum accrual is 200 hours.

Retirement: The City of Huron participates in the South Dakota Retirement System. It is mandatory that all employees participate. Employee's contribution rate is 6% of gross salary and the city matches this amount which forms the employee's retirement fund. Upon termination of employment, an employee has the option to withdraw their contributions plus any interest earned on their contribution. An employee is vested after 3 years and would receive 85% of the matching contribution. If less than 3 years, employee would receive 50% of the match.

A 457 Supplemental Retirement Plan is available at the option of the employee after the completion of 1040 regular work hours.

Health Insurance: The city provides group health coverage through Avera. For employees who elect to participate the city pays 100% of the premium for single coverage. There are two plans available, a \$2500 traditional plan deductible or \$4,000 deductible Health Savings Account. On the \$2,500 deductible plan, once the deductible is met, there is a 20% coinsurance with a maximum of \$4,500 out of pocket for single. Each family unit shall be subject to no more than two (2) deductibles or \$5,000 and maximum out of pocket of \$9,000. The \$2500 deductible plan provides a prescription drug benefit of \$12.00, \$35.00, \$50.00 co-pay for a 30 day supply with a \$50.00 deductible per member per year which is waived for generics. The \$4,000 Health Savings Account, employee pays for all prescriptions until the maximum deductible is met. All full-time city employees will be eligible for term life insurance and city health insurance on the first day of the month following 30 days of employment with the city. Family cost \$2500 plan is \$866.04 per month. Family cost H.S.A. is \$807.50 per month.

Supplemental Insurance: The employee has the option to enroll in the following supplemental insurance: AFLAC products, Delta Dental, Vision Service Plan (VSP). 100% of the premium is paid by the employee with pre-tax dollars after the completion of 1040 regular work hours.

Term Life: \$25,000.00 Term Life is available. The city pays 50% of the premium.

**City of Huron
Job Description**

JOB TITLE: Account Clerk
DEPARTMENT: Finance
ACCOUNTABLE TO: Finance Director/Account Supervisor

PRIMARY OBJECTIVE OF POSITION: Under general direction is responsible for compiling and maintaining City accounts receivables, service orders and customer accounts. Work varies little, however requires interpretive judgment within established standards and procedures.

ESSENTIAL JOB FUNCTIONS: Physical demands may include standing, walking, stooping, bending, prolonged sitting, and lifting up to 35#'s (greater with assistance); Computer skills in Word, Excel and Outlook required; Work is performed in an office setting where conditions are generally controllable; Must possess a valid South Dakota Operator's License.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE

- Responds to counter and telephone inquiries by answering questions or by directing the person to the appropriate and responsible party; processes incoming/outgoing mail and assists others in the office as needed; operates various types of office equipment; attends meetings, training, and seminars as deemed appropriate; performs other duties and responsibilities as directed.
- May be responsible for receiving and/or posting of daily receipts for utility services, parks and recreation, solid waste, golf, inspection office, E-911, the police department, and special assessments as appropriate; may make deposits; enters data into the computer that may include new accounts, maintaining customer information, or recording any change of information; receives applications for service and writes service orders, set ups, wires, and updates ACH payments for utility bills; performs all pre-billing duties for meter readings; performs utility billing for water/wastewater and solid waste disposal; changes winter consumption for customers annually for sewer rates, verifies and updates bill payments, processes delinquent accounts and assists the customer in clearing the delinquency; may order disconnection of services; schedule service orders, performs final billing for customers, process deposits, and issues refund checks if appropriate.
- Prepares daily, monthly, quarterly, and annual reports working with information which is generally limited; position requires frequent contact with fellow employees and with the public, often requiring tact, diplomacy, confidentiality and good customer service; duties require computer dexterity.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: None

JOB TITLE: Account Clerk (continued)

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS: High School diploma or GED Certification, supplemented with training or course work in computers in Word, Excel and Outlook, required and bookkeeping helpful; Two (2) years demonstrated progressive experience in bookkeeping. Must possess a valid South Dakota Operator's License.

EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:

Responds to counter and telephone inquiries by answering questions or by directing the person to the appropriate and responsible party;

Establishes and maintains effective working relationships and customer service with fellow employees, other departments, and the public;

May be responsible for receiving and/or posting of daily receipts and making deposits as needed;

May perform utility billing, account for receipts, processing delinquent accounts, and issuing service orders;

Prepare an analysis of accounts as directed;

Assists other office personnel as needed performing their assigned tasks in their absence;

Performs other duties as assigned. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.