ACCOUNT CLERK, SENIOR (1015)

$19,324 beginning annual salary, payable bi-weekly, to a maximum of $42,300.50

OPENING DATE: February 11, 2021
CLOSING DATE: Applications will be accepted until 12:00 Noon on March 11, 2021

Pursuant to Article 5, Section 5.04, of the Civil Service Code of Rules and Regulations (attached), the Commission may reject, or cause to be rejected the application of any person for admission to a test, or may, after examination, decline to certify, or may remove from an eligible list, an applicant who is deemed disqualified.

ESSENTIAL FUNCTIONS: Processes a variety of documentation associated with department operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate. Performs customer service functions; provides assistance and information related to city services, fees, procedures, forms, accounts, or other issues; responds to routine questions, complaints or requests for service; initiates problem resolution; prepares work orders and dispatches service crew as needed. Performs a variety of bookkeeping functions, such as balancing payments, recording journal entries, balancing accounts, monitoring budget accounts, compiling/balancing reports, researching financial discrepancies, posting financial data, and maintaining financial records. Prepares or completes various forms, reports, or other documents. Performs data entry functions by keying data into computer system; enters, retrieves, reviews or modifies data in computer database; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spreadsheet, database, accounting, or other software programs. Operates a variety of machinery, equipment and tools associated with department activities. Performs other related duties as required.

MINIMUM QUALIFICATIONS: High school diploma or GED; supplemented by vocational/technical training in accounting/bookkeeping and personal computer operations; supplemented by one (1) year previous experience and/or training involving accounting, accounts receivable, customer service, data entry, and general office work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. May require possession and maintenance of valid Mississippi Notary Public Appointment Certification.

EXAMINATION: The examination shall consist of a Career Readiness Assessment test. The assessment test shall be conducted by appointment in the Career Development Testing Center located in the Webb Hall Building at Meridian Community College, 910 Highway 19 North, Meridian, Mississippi. Upon return of Civil Service application, applicants will be given instructions for scheduling an appointment to take the Career Readiness Assessment test. Applicants must attain a Silver level certificate in order to be deemed eligible and considered in the selection process. Only one (1) attempt to take the assessment test for this position will be permitted. No test will be rescheduled regardless of circumstances, EXCEPT those conducted at Meridian Community College. The results of the assessment test will be posted in the Civil Service Commission office. Persons should not apply unless they clearly meet the qualifications set forth in this announcement. False statements are grounds for rejection or discharge from employment. All position classifications will require criminal background report and work history. Failure to complete the background investigation phase shall constitute a failure in the examination. Certification of Eligibility for this position is contingent upon verification of information submitted on Civil Service Application. The Civil Service Examining Board reserves the right to curve the test and results may be curved in accordance with the guidelines provided by the test provider and based upon the needs of the department. As a prerequisite for employment with the City of Meridian, all job applicants offered employment must
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submit to a drug and alcohol test. Any job applicant who tests positive for drugs or alcohol will not be considered for employment.

EQUAL EMPLOYMENT OPPORTUNITY: The City of Meridian does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services. THE AMERICANS WITH DISABILITIES ACT PROHIBITS EMPLOYMENT DISCRIMINATION AGAINST THE DISABLED. However, as a legitimate business necessity, applicants must be capable of performing all essential functions of this position, which are considered as bona fide occupational qualifications. Indicate special needs.

For Civil Service Application and further information contact:
Civil Service Commission, First Floor, City Hall, Meridian, Mississippi, or telephone 601-485-1931.

CIVIL SERVICE COMMISSION