

City of Gering Job Applicant,

Please read and understand this statement before signing your job application.

**Job Applications must be completed in their entirety ("see resume" is not sufficient)** as this is the tool that will be used during the initial review in order to select applicants for interview. A resume may be completed and submitted with the job application. **The resume will only be reviewed after the initial selection of individuals for interview.**

The information provided in this application must be true. False or misrepresented information will be sufficient cause for the application to be rejected (or cause for termination if discovered after employment).

You are authorizing the City of Gering to obtain information from previous employers, educational institutions and other parties to verify the accuracy of the information provided in this application. You are waiving all rights and claims you may have for seeking and using the information to evaluate the application.

This application will be used only for the position for which you are currently applying. If you wish to re-apply for another position, even if it the same classification, you must complete and submit a new application.

Thank you.

Human Resources

# City of Gering Job Posting Notice

Job Title: Account Clerk

Department: Administration

Grade Level: Grade 10

Scale \$13.87-\$18.03

Posting Period: August 22- September 16, 2016 (open until filled)

Application Deadline: 4:30 p.m., September 16, 2016 at the  
Gering City Administration Office, 1025 P Street, Gering,  
Nebraska.

Job Description: Attached

<b>Date:</b>	<b>Given to:</b>
08/22/2016	Welfl
08/22/2016	Administration
08/22/2016	Mejia
08/22/2016	Snarr
08/22/2016	Police
08/22/2016	Electric
08/22/2016	Street
08/22/2016	Landfill
08/22/2016	Water/Wastewater
08/22/2016	Park
08/22/2016	Library
08/22/2016	Fire
08/22/2016	Utility Office



# CITY OF GERING APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination based on creed, color, sex, age, national origin, handicap, veteran status, sexual orientation, or any condition prescribed by state or local law.

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Date \_\_\_\_\_

Street Address (physical and mailing) \_\_\_\_\_ Home Telephone: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Cellular Telephone: \_\_\_\_\_

Have you ever applied for employment with us? \_\_\_\_\_ Date Available to Begin Work: \_\_\_\_\_

No Yes If yes, date: \_\_\_\_\_

Position Desired: \_\_\_\_\_ Pay Expected: \_\_\_\_\_

Apart from absence for religious observance, what hours are you available? Are you legally eligible for employment in the United States? Yes No

- Full-Time  Seasonal
- Part-Time  Overtime (if requested)

Have you ever been bonded?  No  Yes

Membership in professional and civic organizations (Exclude those that may disclose your race, color, religion, age, or national origin.

Other special training or skills (languages., machine operations, etc.), special accomplishments or awards

School	Name of School	Location of School	Course of Study	Did you Graduate	Years Completed	Degree or Diploma
High School						
Business/Trade/Technical						
College						
Graduate						

MILITARY Did you serve in the U.S. Armed Forces?  Yes  No If "Yes", in what Branch? \_\_\_\_\_

Describe any training received relevant to the position for which you are applying:

References we may contact:

Name \_\_\_\_\_ Years known \_\_\_\_\_ Telephone \_\_\_\_\_ Business \_\_\_\_\_

Name \_\_\_\_\_ Years known \_\_\_\_\_ Telephone \_\_\_\_\_ Business \_\_\_\_\_

Name \_\_\_\_\_ Years known \_\_\_\_\_ Telephone \_\_\_\_\_ Business \_\_\_\_\_

**EMPLOYMENT** Please give accurate, complete, full-time and part-time employment records. Start with your present or most recent.

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates: _____
Describe Your Work: _____	From: _____
_____	To: _____
Reason for Leaving: _____	

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates: _____
Describe Your Work: _____	From: _____
_____	To: _____
Reason for Leaving: _____	

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates: _____
Describe Your Work: _____	From: _____
_____	To: _____
Reason for Leaving: _____	

We may contact the employers listed above unless you indicate those you do not want us to contact.

Do Not Contact: Employer: \_\_\_\_\_  
Reason: \_\_\_\_\_

Please read and understand this statement before signing your application:

The information provided in this Application for Employment is true. False, incomplete, or misrepresented information will be sufficient cause for my application to be rejected, or, if discovered after employment, cause for immediate termination of my employment.

I authorize the employer to obtain information about me from previous employers, educational institutions, and other parties to verify the accuracy of information in this application, a related employment resume, or personal interview. I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons who provide information for this purpose.

This application will expire in 30 days. Unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I accept all terms and conditions in the above statement.

\_\_\_\_\_  
Signature Date

## POSITION DESCRIPTION

Class Title:	Account Clerk	Grade Number: 10
Department:	Finance	Date: August, 2010
Status:	Non-Exempt	Safety Sensitive: No

### GENERAL PURPOSE

Performs routine clerical, accounting, and administrative work in accounts payable, accounts receivable, payroll, and general administration.

### SUPERVISION RECEIVED

Works under the general supervision of the City Treasurer/Finance Director.

### SUPERVISION EXERCISED

None.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintains a daily cash balance and balancing cash on hand against receipts.

Prepares and balances deposits.

Prepares periodic utility, financial, statistical or operational reports as assigned.

Performs cash and investment accounting and prepares monthly analysis of cash and investment portfolio.

Prepares billing and collection of miscellaneous, NSF checks, receivables, for example, Civic Center, Sanitation.

Enters and retrieves computer data.

Operates calculator, typewriter, CRT; answers telephone.

Balances out cash register; balances and post receipts; Posts journal entries.

Takes deposits and obtains change for cash drawer to/from bank on a daily basis.

Completes tax forms (i.e. lodging, keno, motor fuels)

Prepares motor fuels monthly worksheets.

Prepares daily receipt log.

Assists the City Treasurer with the following duties:

- Reconciling and adjusting balance sheet accounts;
- Assisting in annual audit and work papers;
- Updating and monitoring fixed asset inventory;
- Maintaining General Ledger accounts;
- Preparing monthly trial balance and financial statement;
- Preparing monthly journal entries;
- Assisting in preparing of monthly and quarterly state and federal reports.
- Special projects as assigned.

Acts as the backup to the computer accounting technician as follows:

- Preparing and verification of bi-weekly payroll;
- Uploading and downloading data from handheld meter reading devices.

#### **PERIPHERAL DUTIES**

Provides clerical support to the finance staff as required.

Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

May serve as a back-up cashier/utility clerk including receipting of utility payments and various other payments.

#### **DESIRED MINIMUM QUALIFICATIONS**

##### **Education and Experience:**

- (A) Graduation from an high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing, and
- (B) two (2) years of related experience, or
- (C) Any equivalent combination of education and experience.

##### **Necessary Knowledge, Skills and Abilities:**

- (A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; working knowledge of governmental accounting principles and practices.
- (B) Skills to operate listed tools and equipment.
- (C) Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions.

## **SPECIAL REQUIREMENTS**

Must be bondable.

## **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheet and accounting software; central financial computer; 10-key calculator, phone, base radio, fax and copy machine.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.