

ACCOUNT CLERK I
EXCLUDED ACCOUNT CLERK I

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NATURE OF WORK

This is clerical work which involves the application of basic accounting principles to the maintenance of an assigned group of financial records that are generally specialized or subsidiary in nature.

Work involves the application of basic accounting principles and practices within the limits of an established accounting system and to a limited range of financial records. Employees are responsible for a restricted group of ledgers. The clerical work incidental to maintaining financial records involves some degree of independent judgment and is normally not reviewed except upon request. General supervision is received from a professional or an administrative superior.

EXAMPLES OF WORK PERFORMED

Accounts Payable

Types payment vouchers, pay estimates, requisitions and interdepartmental charges; verifies supporting documentation; and checks for duplicate payments.

Posts payment vouchers, pay estimates, requisitions and interdepartmental charges to expense ledger (single entry).

Revenues

Types accounts receivable invoices; sends past due notices to customers requesting payment; prepares receipts for revenues received.

Assists in processing receipts from fees, fines, donations, payments for use of City facilities and services, etc.; posts deposits into proper accounts.

Types treasurer's receipts and interdepartmental billings; prints and distributes revenue reports.

Financial Reporting

Prints and distributes standard accounting reports on a daily, weekly or monthly basis.

Makes standard journal entries into financial system; types financial information into standard forms.

Inventory

Assists with physical inventory counts; orders supplies and checks supplies received; makes adjusting entries for inventory into the financial system.

Payroll

Maintains payroll and associated records; inputs payroll codes and pay time into City payroll system; copies and distributes payroll reports to appropriate supervisors.

Job Costing

Assigns job cost numbers and enters basic job cost information into the system.

Operates a calculator, computer, computer terminal, and other office equipment incidental to work performed; develops programs for use on the computer; may train employees in the use of computer and programs.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of the basic principles and practices of accounting and their application to accounting transactions.

Knowledge of modern office methods, practices and procedures.

Ability to maintain financial records and to prepare clerical and routine financial reports and statements as directed.

Ability to make various mathematical computations quickly and accurately.

Ability to understand and follow complex oral and written instructions.

Ability to establish and maintain effective working relationships with co-workers and the general public.

Skill in the operation of a calculator, computer, computer terminal and other common office equipment.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent supplemented by courses in accounting and six months of experience performing varied office and clerical tasks; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.