

ACCOUNT CLERK II
EXCLUDED ACCOUNT CLERK II

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NATURE OF WORK

This is complex clerical work that requires the application of moderately advanced accounting principles to the maintenance of financial and accounting records.

Work involves responsibility for the application of advanced accounting principles and practices to a variety of financial records within an established accounting system. Employees may perform virtually all accounting, clerical and related tasks for a major division; or employees may be responsible for a variety of financial records within an established accounting system. The work involves independent judgment and is normally not reviewed except upon request.

EXAMPLES OF WORK PERFORMED

Accounts Payable

Codes payment vouchers; responds to internal and external inquiries regarding payment vouchers and vendor accounts.

Processes and verifies payment vouchers, pay estimates, requisitions and interdepartmental for completeness and accuracy including supporting documentation, proper coding and signatures/approvals; investigates and resolves discrepancies.

Reconciles ledgers to financial systems; prepares and maintains encumbrances.

Revenues

Codes accounts receivable invoices and posts payments received; responds to questions regarding accounts receivable; prepares special revenue reports as requested.

Processes receipts from fees, fines, donations, payments for use of City facilities and services, etc.; verifies to receipt book to ensure accuracy; audits daily deposits to ensure money received is posted to the correct accounts; prepares treasure receipt.

Prepares bank deposit worksheets for revenues received, indicating appropriate coding and verifying revenue amounts.

Maintains petty cash fund and prepares reimbursement vouchers; calculates and prepares various miscellaneous billings.

Financial Reporting

Prepares a variety of financial reports comparing budgeted expenses and revenues; maintains ledgers related to reports; assists in preparation of special financial reports.

Inventory

Purchases supplies and materials through purchase requisitions; confirms delivery; maintains vendor files.

Verifies that all regular inventory counts have been completed and reconciled; follows up on delinquent reports; codes payment vouchers and purchase orders into correct inventory accounts.

Job Costing

Prepares and enters standard job cost information into financial system; prepares job cost billings.

Payroll

Administers the payroll system including processing time sheets, maintaining records of leave requests and usage, overtime, out-of-class pay, daily crew activities, etc.; prepares all necessary Personnel Action forms.

Budget

Prepares routine financial and budget reports from records kept and may assist in the preparation of the annual budget and more difficult reports.

Enters cost allocation plan to different system modes using variable and fixed costs; applies to yearly budget to derive monthly budget amounts; compiles prior year information on line item expenses to be used in budget projections.

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

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

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

Knowledge of governmental and budgetary accounting.

Knowledge of modern office practices, procedures and equipment.

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

Ability to make complex and varied mathematical computations quickly and accurately.

Ability to understand and carry out complex oral and written instructions.

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

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Skill in the operation of a calculator, microcomputer, computer terminal, word processor and other office equipment.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent supplemented by courses in accounting and two years of experience performing varied office and clerical tasks including the keeping and recording of financial transactions; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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