

Title: Account Clerk II
PG: 26
Status: Civil Service
Position Reports: Designated Supervisor
Department: Various

Class Code: 6002
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is bookkeeping, accounting and related specialized clerical work in maintaining fiscal records. Some employees in this classification will also perform some non-accounting duties as required in the designated department. Work involves the application of fundamental double entry bookkeeping knowledge and related skills. Work is performed according to established procedures, and employees are expected to perform standardized tasks with independence. The nature of the work requires familiarity with and constant use of a PC and/or mainframe computer system. Work is reviewed by supervisors through observation and review of records and reports.

ESSENTIAL FUNCTIONS:

1. Posts to and maintains various ledgers; prepares or assists in preparing basic reports.
2. Receives, records and deposits cash receipts; prepares daily tabulations and reports of cash receipts; distributes receipts to proper funds following established routines; makes daily entries in cash receipts ledger, prepares checks for deposit.
3. Classifies receipts and disbursements in accordance with established codes, referring questionable allocations to the supervisor; maintains billing and posting of charges and credits to accounts; enters transactions into computerized accounting system using a computer terminal.
4. Inputs computer system control parameters and maintenance transactions into the accounting system.
5. Prepares manual payroll and vendor checks for payment of transactions having immediate priority.
6. Prepares reports and maintains accounting schedules and other statistical schedules.
7. Prepares records to maintain payroll/personnel database.
8. Verifies accuracy of bi-weekly payroll checks, pension checks, and related reports.
9. Checks customer accounts receivables and acts in accordance with established policy.

ADDITIONAL RESPONSIBILITIES:

1. May perform various non-accounting functions, such as maintaining departmental personnel and payroll records and filing and retrieving documents.
2. Assists degreed accounting personnel with clerical aspect of financial statement and budget preparation.
3. Works with third party vendors to reconcile problems with unpaid invoices
4. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of basic double entry bookkeeping principles and practices and their application to accounting transactions.
2. Knowledge of modern office methods, procedures and equipment.
3. Knowledge of payroll tax laws, calculations and procedures
4. Ability to enforce City and departmental policies and procedures governing payroll and purchasing.
5. Ability to maintain moderately complex financial records and prepare routine and special financial reports and statements.
6. Ability to make and verify computations with accuracy at a reasonable rate of speed.
7. Ability to operate various office equipment, including a computer terminal, in accordance with established procedures.
8. Ability to understand and follow verbal and written instructions.

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9. Ability to establish and maintain cooperative and effective relationships with other City employees and the general public.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. High school diploma or its equivalent, including or supplemented by courses in bookkeeping.
2. One (1) year of experience in bookkeeping or related clerical work.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid home telephone number.
2. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.