

Title: Account Clerk IV
PG: 33
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Various

Class Code: 6004
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is advanced, responsible sub-professional work in supervising and participating in the maintenance of accounting and statistical records. Work requires performance of complicated clerical duties with minimal supervision and a high level of skill and accuracy. Some employees in this classification will also perform some non-accounting duties as required in the designated department. Work includes development of standard operating procedures for the completion of complex clerical tasks. The nature of the work requires solid understanding of and constant use of a PC and/or mainframe computer system. Work is reviewed by supervisors through conferences and reports.

ESSENTIAL FUNCTIONS:

1. Prepares requisitions for payment of invoices and maintains vendor files.
2. Inputs computer system control parameters and maintenance transactions into the accounting system.
3. Verifies daily accounting activity posted to accounts payable, payroll and general ledger databases and prepares appropriate correcting entries.
4. Provides technical assistance and guidance to personnel in other departments regarding the posting of payables and payroll information to PC and/or mainframe based computer system.
5. Maintains payroll and benefits deduction system including maintenance of deduction database and distribution to vendors.
6. Issues invoices, collects payments and reconciles accounts receivable billing system and occupational license billing system.
7. Prepares reports and maintains accounting schedules and other statistical schedules.

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 various aspects 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. Thorough knowledge of basic double entry bookkeeping principles and practices and their application to accounting transactions.
2. Thorough knowledge of modern office methods, procedures and equipment.
3. Considerable knowledge of and ability to enforce and interpret City and departmental policies and procedures governing payroll and purchasing.
4. Knowledge of payroll tax laws, calculations and procedures.

ADDITIONAL KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of federal laws regarding post employment insurance plans and tax advantaged payroll deduction programs.
2. Ability to complete work assignments with only limited technical and supervisory assistance and to make decisions independently regarding the means and methods used for the completion of tasks and assignments.

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3. Ability to maintain complex financial records and prepare special financial reports and statements.
4. Ability to make and verify computations with accuracy at a high rate of speed.
5. Ability to operate various office equipment, including a PC computer word processing and spreadsheet applications.
6. Ability to understand and follow complex verbal and written instructions.
7. 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. Five (5) years 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.
4. Completion of City University Level one (1) or completion within twelve (12) months.

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.