

**Title:** Account Clerk I - TLC  
**PG:** 24  
**Status:** Non-Civil Service  
**Position Reports to:** Designated Supervisor  
**Department:**

**Class Code:** 600105  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is bookkeeping and related 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 is performed according to established procedures and 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. Prepares records to add employees to the payroll system and sets up deductions.
5. Verifies accuracy of weekly and bi-weekly payroll checks and related reports.
6. Checks customer accounts receivables and acts in accordance with established policy.
7. Prepares requisitions, department purchase orders and maintains associated files.

**ADDITIONAL RESPONSIBILITIES:**

1. May perform various non-accounting functions, such as maintaining departmental personnel and payroll records and filing and retrieving documents.
2. 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. Ability to learn City and departmental policies and procedures governing payroll and purchasing.
4. Ability to maintain moderately complex financial records and prepare routine and special financial reports and statements.
5. Ability to make and verify computations with accuracy at a reasonable rate of speed.
6. Ability to operate various office equipment, including a computer terminal, in accordance with established procedures.
7. Ability to understand and follow verbal and written instructions.
8. 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):**

**Title:** Account Clerk I - TLC

**Class Code:** 6001

**PG:** 24

**Date:** 09/08

**Status:** Non-Civil Service

**Position Reports to:** Designated Supervisor

**Department:**

1. High school diploma or its equivalent, including or supplemented by courses in bookkeeping.
2. 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.