

Title: Account Clerk III
PG: 29
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Various

Class Code: 6003
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. Work is performed according to established procedures and is reviewed by supervisors through observation and review of records and reports.

ESSENTIAL FUNCTIONS:

1. Opens, sorts, and distributes mail.
2. Contacts vendors if Purchase Order numbers are not available.
3. Researches invoices 30 days and older. Copies and distributes invoices to appropriate departments.
4. Files vouchers, Finance copies of Purchase Orders, Departmental Purchase Orders and open invoices waiting for receiving.
5. Matches invoices to appropriate receiving documents, matches requisitions to Purchase Orders, logs and files.
6. Checks daily online reports. Enters documents into computer system for payment. Cancels checks and documents from the computer system.
7. Logs T-Forms and Requisitions before passing for auditing.
8. Prepares remits for City Hall.
9. Assists departments & vendors with problems.
10. Acquires vendor numbers and file maintenance from City Hall.

ADDITIONAL RESPONSIBILITIES:

1. Assists with payroll.
2. Makes journal entries.
3. Performs clerical general ledger duties.
4. Audits documents for payment.
5. Checks vouchers for records retention.
6. Checks statements from vendors.
7. Processes File Maintenance for Meter Deposit Refunds.
8. 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 supervisor, co-workers, 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.

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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. Two (2) years of experience in a finance-related field.
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.