

TITLE: ACCOUNT CLERK

CODE: 12223

GENERAL DESCRIPTION:

This is very responsible account clerical work, at the full performance level involving the processing of moderately complex financial transactions or records.

Work involves responsibility for performing a variety of clerical duties relating to the accounting, payroll, billing, cash receipts, accounts payable, budgeting and related areas. Duties include processing payroll, invoices, bills, cash receipts and making computations using a calculator or personal computer. This position also has the responsibility for making routine record keeping and processing decisions within well defined policies. This work requires that the employee have good knowledge, skill and, ability in accounting clerical and record keeping functions.

SUPERVISION RECEIVED:

Works under the general supervision of a supervisory or administrative employee.

EXAMPLES OF DUTIES:

Compiles and reviews, records and forms to determine completeness and accuracy of computations, coding and conformance to established procedures.

Computes interest payments. Schedules payments.

Posts and logs financial data by hand or using a data terminal. Generates standardized reports using a personal computer.

Accepts cash and checks in payment of bills. Reconcile bank statements.

Processes payroll, invoices and inventory transactions.

Provides information to customers, vendors and others requiring financial data.

Prepares summaries and analyses of financial data according to explicit instructions.

May type or use a computer terminal or personal computer to enter and retrieve data and to prepare correspondence and statistical reports.

Performs related work as required.

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KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of clerical accounting procedures and techniques.

Good knowledge of general office procedures.

Good knowledge of the operations of standard office machines and a computer terminal and personal computer.

Good skill in mathematical computation.

Good skill in keyboard operation including a computer terminal and typewriter.

Good ability in oral, communications and written communications. Good ability to follow oral and written instructions.

Good ability to perform administrative procedures.

Considerable ability to learn the operations of the assigned department.

Considerable ability to establish and maintain effective working relationships with coworkers, customers and the general public.

QUALIFICATIONS:

A high school diploma or the equivalent, including some course work in bookkeeping, plus two years of progressively responsible accounting clerical experience including build contact, or an equivalent combination, of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:

None.