

ACCOUNT CLERK/ACCOUNT CLERK I

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class independently performs routine clerical work in maintaining financial accounts and records and/or assists in performing more difficult and responsible phases of this work. The work is primarily of a routine nature and involves the application of clerical account record keeping practices in maintaining and reviewing financial account and records. Account Clerks usually work under general supervision of standard assignments in accordance with definitely defined procedures. Supervisors are available for consultation on unusual problems and provide instructions on all new or difficult assignments.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Posts to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, vouchers, records and other original entry media, either manually or on automated equipment;
- Receives remittances by mail or in person, verifies amount, computes interest and penalties and posts to book or original entry;
- Enters and retrieves information in an automated information system;
- Assists in maintaining labor, material and operational cost records;
- Assists in verifying and reconciling account balances according to a prescribed procedure;
- Helps to review and check routine account-keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;
- Classifies constantly recurring receipts and expenditures and distributes costs according to prescribed code;
- Compiles data for and helps in the preparation of simple financial and statistical reports;
- Issues receipts for monies received;
- Sorts, indexes and files requisitions, vouchers, ledger cards and other material;
- Compiles payroll data, prepares and checks payrolls;
- Operates computing, calculating, check writing and other office machines;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of modern methods of keeping and reviewing financial accounts and records;
- Working knowledge of office terminology, procedures and equipment;
- Working knowledge of business English;

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- Working knowledge of personal computers and office equipment;
- Ability to understand and follow oral and written instructions;
- Ability to make arithmetic computations rapidly and accurately;
- Ability to write legibly;
- Ability to get along well with others;
- Clerical aptitude;
- Mental alertness;
- Accuracy;
- Neatness;
- Tact, courtesy and integrity;
- Physical condition commensurate with the demands of this position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma, which shall be supplemented by a course in bookkeeping or business arithmetic; **OR**
- (B) Two (2) years of satisfactory full-time paid clerical work experience, which shall have included a substantial account-keeping work; **OR**
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Revised: 1955
4/19/78
5/16/79
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