

## **ACCOUNT CLERK II**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent performs difficult financial record keeping or record analysis work involving the application of bookkeeping practices and principles. The work is performed within the limits of established accounting systems and involves attention to a wide variety of details. Specific instructions are given when starting work, but as routines and departmental policies and regulations are learned, the employee works only under general supervision. Work is reviewed through continuing or periodic checks for adherence to established accounting systems and by analysis of financial reports submitted. Supervision may be exercised over clerical support staff.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Supervises and participates in the keeping of all accounting records including payrolls, budget accounts and inventories;
- Supervises or participates in the preparation of annual reports or monthly financial reports and makes recommendations concerning the establishment of new forms and/or procedures.
- Assists in preparation of annual budget;
- Assumes responsibility for supervision and decisions in the absence of immediate supervisor;
- Prepares purchase requests, vouchers for payment, etc.;
- Operates office equipment;
- Furnishes information to the public, visitors and clients;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

- Good knowledge of modern methods used in maintaining financial accounts and records;
- Good knowledge of office terminology, procedures and equipment;
- Good knowledge of business English;
- Good knowledge of personal computers and office equipment;
- Ability to understand and carry out oral and written directions;
- Ability to plan and supervise the work of others;
- Ability to perform mathematical computations quickly and accurately;
- Ability to write legibly;
- Ability to deal calmly and effectively with co-workers and the public;
- Clerical aptitude;

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- Neatness;
- Tact and courtesy;
- Reliability;
- Integrity;
- Accuracy;
- Physical condition commensurate with the requirements of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from high school or possession of a high school equivalency diploma and two (2) years of satisfactory fulltime paid clerical experience which shall have included the maintenance of financial accounts and records; **OR**
- B. Three (3) years of satisfactory, fulltime paid work experience involving the maintenance of financial accounts and records; **OR**
- C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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REV: 4/16/79  
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