

## ACCOUNT CLERK I, II

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### DEFINITION

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Under general supervision, performs routine technical and specialized clerical accounting work involving the preparation, review and maintenance of financial and statistical records; performs related duties as required.

### DISTINGUISHING CHARACTERISTICS

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*Account Clerk I-* The entry level class in which incumbents perform the simpler more routine clerical accounting work.

*Account Clerk II-* The journey or fully experienced level class in which employees perform the more complex and clerical accounting, bookkeeping or document preparation tasks.

### REPRESENTATIVE DUTIES

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*The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties are those which are **least** likely to be essential functions for any single position in this class.*

1. Compiles, calculates, and reviews accounting records for accuracy and conformance with established procedures; enters data into manual and automated systems.
2. Balances, resolves, or reconciles discrepancies between payments, receipts, accounts and/or source documents; post transactions in accounts, journals, and ledgers.
3. Prepares financial, statistical, and narrative reports or statements relating to assigned segment(s) of the accounting system; responds to inquiries regarding assigned areas of accounting system.
4. Assists in general accounting and finance areas including asset inventory; depreciation expense, and/or monthly bank reconciliation.
5. Established customer accounts; collects and accounts for money; verifies and balances deposits; prepares bank deposits; may balance bank statements and resolve discrepancies.
6. Receives the public and provides general information relating to City services; refers to other departments as necessary; acts as cashier; explains rate billing procedures; processes financial transaction documents; receives, sorts, and stamps such documents as bills, invoices, vouchers, applications and permits.

7. May be assigned to lead the work of clerical employees engaged in accounting activity or assist in more complex operations.
8. Assembles bid packages, calendars bid opening, records bids, prepares approval for purchases lists; matches invoices with purchase orders; enters pertinent account information and forwards for payment.

## **EMPLOYMENT STANDARDS**

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### **Education and/or Experience**

*Account Clerk I* - One year of general office clerical experience or any combination of training and experience that provides the desired knowledge and abilities.

*Account Clerk II* - One year of clerical accounting experience including review and maintenance of financial records and fiscal/account transactions or any combination of training and experience that provides the desired knowledge and abilities.

### **Knowledge of:**

*Both Classes* – cashiering and financial record keeping practices, office procedures, and machine operations; basic arithmetic.

*Account Clerk II* - clerical accounting practices, record keeping and automated accounting applications; modern office practices and machine operation; municipal accounting system procedures.

### **Ability to:**

*Both Class* - perform arithmetical calculations; balance cash receipts; operate cash register and office equipment; detect errors in coding; deal effectively and courteously with public; establish and maintain effective working relationships with superiors, peers and the general public; understand and follow verbal and written instructions; type at a rate sufficient to perform assigned duties.

*Account Clerk II* - maintain financial and statistical records; perform clerical record keeping work; understand and apply specific record keeping procedures; detect errors in coding, arithmetic and record processing; make arithmetical calculations; understand the principles and procedures of fiscal record keeping and accounting functions; reconcile differences in the record keeping system; understand the relationship among accounting records and documents; prepare financial reports.

### **Special Requirements**

Possession of or ability to obtain and maintain a valid California Drivers' License.

### **Physical Demands**

Strength, dexterity, coordination and vision to use keyboard and video display terminal for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighting up to 25 lbs. , such as files, stacks of paper,

and other reference materials. Moving from place to place within an office; some reaching for items above and below desk level.

### **WORKING CONDITIONS**

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Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Video terminal is used on a daily basis. Periodic contact with angry and upset individuals.

Date Adopted: August 6, 1996