

ACCOUNT CLERK III

DEFINITION

Under general supervision, performs a variety of specialized, technical and complex clerical work of above average difficulty in connection with the preparation, review and maintenance of financial and statistical systems and operations; performs related duties as required.

REPRESENTATIVE DUTIES

*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. Assumes responsibility for projects or programs involving several assigned segments of City and department policy; responds to inquiries regarding assigned areas of the accounting system of departmental operation.
2. Compiles, calculates, and reviews accounting records for accuracy and conformance with established practice.
3. Balances, resolves or reconciles discrepancies between payments, receipts, accounts and/or source documents; posts transactions in accounts, journals and ledgers.
4. Prepares financial, statistical, and narrative reports or statements relating to assigned segment(s) of the accounting system or departmental operation.
5. Assists in general accounting finance areas including asset inventory; depreciation expense, and/or monthly bank reconciliation.
6. Collects and accounts for money; acts as cashier as needed, but not as primary part of job; prepares bank deposits; may balance bank statement and resolve discrepancies.
7. May be assigned to lead the work of clerical employees engaged in accounting activity or assist in more complex operations; may be designated to act on behalf of supervisor.
8. Provides temporary and vacation relief in similar occupational fields as necessary.

EMPLOYMENT STANDARDS

Education and/or Experience

Three years of clerical accounting experience including review and maintenance of financial records; experience using written and verbal communications skills, and in working with the public.

Knowledge of:

Clerical accounting practices, record keeping and automated accounting application; modern office practices and machine operation; personal computer operation and use of spreadsheet; word processing; and database software (e.g., Excel; Word; and graphics programs).

Ability to:

Maintain financial and statistical records; perform complex clerical record keeping work; understand and apply specific record keeping procedures; detect errors in coding, arithmetic, record processing; make arithmetical calculations quickly and accurately; understand and interpret policies pertaining to accounts payable and receivable and other financial functions; understand and interpret the principles and procedures in fiscal record keeping and accounting functions; reconcile differences in the record keeping system; understand the relationship among accounting records and documents; prepare financial reports; establish and maintain cooperative working relationships; understand and follow verbal and written instructions; effectively use personal computers; communicate effectively, both in writing and verbally; work well with the public.

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 weighing up to 25 lbs., such as, files, stacks of paper, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

WORKING CONDITIONS

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: October 20, 1998