

ACCOUNT CLERK

DEFINITION

Under supervision, performs general clerical work of routine difficulty in maintaining or inspecting financial or statistical records; and performs related work as required.

CLASS CHARACTERISTICS

This class is considered to be the entry or general working level in the Account Clerk series. Incumbents are assigned work of a more routine nature within a framework of established procedures and are expected to perform these duties, once learned with only occasional guidance, although the record keeping is monitored fairly closely. The work involves all or several steps or procedures within a given fiscal area. It is distinguished from the next higher class, Intermediate Account Clerk, in that the latter is assigned more difficult work, which is typically reviewed only upon completion.

EXAMPLES OF DUTIES

Gathers, sorts, assembles, tabulates, posts, distributes, audits, files financial and statistical data. *E*

Maintains routine financial records; prepares routine utility bills and contracts for parent. *E*

Performs arithmetical calculations; balances and recaps financial and statistical records. *E*

Performs and verifies extensions; inspects extensions of invoices, matches invoices to purchase orders, verifies prices, attaches receiving information, calculates taxes and discounts; prepares vouchers and prepares for payment and data processing. *E*

Posts invoices, billings, warrants, receipts, and other data to records and prepares listing sheets and reports. *E*

Maintains invoice and warrant logs. *E*

Prepares, posts, totals, and summarizes work sheets. *E*

Batches documents for computer input, and operates computer terminal to input encumbrances and to extract information. *E*

Reviews invoices and purchase orders for correct account numbers, prices, extensions, vendor names, vendor codes, and addresses; reviews warrants for accuracy and mails to vendors. *E*

Contacts vendors to resolve discrepancies or for merchandise credit. *E*

EXAMPLES OF DUTIES (cont.)

Operates various office machines including a typewriter, adding machines, check protector, calculator, and copier. *E*

Processes documents involved in financial transactions; balances accounts; inspects and corrects discrepancies as assigned. *E*

Types warrants, registers, transfers, budgets, lists, reports, and accounting documents. *E*

Assists in making financial and statistical reports of accounts and records maintained as requested by supervisor. *E*

Opens, date stamps, logs and distributes incoming mail. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Methods and practices of financial record keeping;
2. Modern office equipment and procedures; and
3. Basic business math.

Ability to:

1. Perform routine financial clerical work;
2. Perform arithmetical calculations with speed and accuracy;
3. Operate office equipment such as adding machine and calculator;
4. Operate a typewriter and computer;
5. Understand and carry out oral and written instructions;
6. Establish and maintain effective relationships with those contacted in the course of work; and
7. Comprehend and follow instructions.

OTHER REQUIREMENTS

Willingness to learn to operate computer terminal quickly and accurately is required.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

Experience in general clerical work, preferably including financial record keeping activities. Course work in bookkeeping or maintaining financial or statistical records may be substituted for the required experience.

WORKING CONDITIONS

Environment:

Office environment.

Physical Abilities:

Seeing to inspect financial or statistical records; hearing and speaking to communicate with District staff and the public; sitting for extended periods of time; bending, kneeling, and reaching to retrieve and file records; and dexterity of hands and fingers to file and operate office equipment.

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