

## ACCOUNT CLERK II

### **Definition:**

Under general supervision performs account clerk work of above average difficulty in the preparation, checking and maintenance of accounting/financial records, supporting documents and financial and statistical reports and performs related work as required.

### **Essential Duties and Responsibilities:**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Operates a personal computer, applicable software, standard office machines and equipment to produce and/or process a variety of materials and enter and retrieve a variety of data.

Verifies, balances and accounts and posts, assembles, tabulates and compares financial data.

Verifies, posts, enters and updates purchase order records and journal vouchers.

Prepares or checks warrants, invoices, time records, requisitions, purchase orders, claim vouchers and similar documents.

Compares, indexes and files bills, vouchers, warrants and other records.

Makes mathematical calculations.

Performs a wide variety of accounts payable and receivable functions.

Prepares and maintains subsidiary ledger reporting documents and records and prepares and checks various statistical or accounting tables and reports.

Logs, checks and records the receipt and delivery of various purchases including charge codes, descriptions and transaction dates.

Keeps records of cash accounts, cash transactions and of receipts issued and prepares and sends bills and delinquency notices.

Audits and balances bills and assists in preparing accounting and statistical reports and schedules.

Merges purchasing, order entry and accounting files.

Assists in the preparation of County, State and Federal reports.

Prepares and maintains financial control reporting documents and records.

Provides a variety of information to City staff and the public.

Prepares a variety of letters and correspondence and performs a variety of filing tasks.

May open, sort and distribute mail.

**Other Duties and Responsibilities:**

Performs other projects/tasks as assigned.

Lifts and carries boxes of files weighing 30 pounds or less.

Checks payrolls and verifies amount of deductions, account distributions and totals.

**Class Characteristics:**

Account Clerk II is a multi-incumbent class within the Administrative Services Department. Incumbents perform account clerk work of above average difficulty under limited supervision.

**Contacts and Relationships:**

An Account Clerk II establishes and maintains contact with Administrative Services Department staff and a variety of staff in other City departments. Additional contact is made with the public and vendors regarding billing/payment matters.

**Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

**Knowledge of:**

English usage, spelling, grammar and punctuation.

Business math.

Computer applications as they relate to area assigned.

Telephone and customer service techniques.

General office practices and procedures.

Methods, practices and terminology used in bookkeeping and financial recordkeeping and filing.

**AND**

**Ability to:**

Perform a variety of above average financial and statistical recordkeeping/ bookkeeping tasks involving the use of judgment, accuracy and speed.

Perform general clerical work.

Make mathematical calculations with accuracy and speed.

Maintain accurate and interrelated financial records and identify and reconcile errors.

Meet the public with courtesy and tact.

Communicate effectively orally.

Understand and carry out oral and written instructions.

Work under limited supervision.

Read and write at the level required for successful job performance.

Establish and maintain effective relationships with those contacted in the course of work.

Operate standard office machines.

Operate a personal computer, use applicable software programs and input data accurately.

**A typical way to obtain the knowledge and abilities is as follows:**

**Education:**

Graduation from high school.

**AND**

**Experience:**

Two years of experience at the Account Clerk I level or equivalent.

**Special Requirements:**

Type accurately at the speed which permits successful job performance.

Operate adding and calculating equipment with speed and accuracy.

Must be able to work a flexible schedule to accommodate City needs.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed in an office environment and requires sitting for prolonged periods of time using a computer keyboard and screen. An incumbent stands, walks, and may twist, reach, bend, crouch and kneel. An Account Clerk II may also grasp, push, pull, drag and lift boxes of files and other office items weighing 30 pounds or less. An incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Non-exempt.

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