

**ACCOUNT CLERK I
ACCOUNT CLERK II
SENIOR ACCOUNT CLERK**

PURPOSE

To perform a variety of clerical and accounting work involving record keeping and financial transactions related to accounts payable, accounts receivable, and utility billing.

WORKING CONDITIONS

Work is generally performed in an office setting. It includes pressure generated by deadlines, volume of work and interruptions. Conditions may include occasional overtime and job related errands.

PHYSICAL DEMANDS

Work may include prolonged sitting, moderate lifting (up to 25 pounds), reaching, climbing, stopping, manual dexterity, grasping, pulling and pushing activities. The position also emphasizes speech, hearing and vision attributes and the ability to concentrate for prolonged periods of time.

DISTINGUISHING CHARACTERISTICS

Account Clerk I - This is the entry level class in the Account Clerk series and is distinguished from the level II by the assignment of recurrent and less complex tasks. Positions in this class typically work under immediate supervision while learning job tasks. Once a task is learned, incumbents are expected to perform assignments without close supervision.

Account Clerk II - This is the journey level class in the Account Clerk series and is distinguished from the level I by the assignment of broader scope of responsibilities. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and can be filled by advancement from the entry level.

Senior Account Clerk – This is the advanced journey level classification in the Account Clerk series and is distinguished from the Account Clerk II by the assignment of sub-professional technical and complex clerical accounting work. Employees at this level exercise considerable independence within defined areas of responsibility but have wide latitude for independent decision making. Employees at this level are fully aware of operating policies and procedures within the work unit and exercise significant interaction with internal and external customers. Positions in this class are flexibly staffed and can be filled by advancement from the journey level.

ESSENTIAL JOB FUNCTIONS - Duties may include, but are not limited to the following:

Process less complex accounts payable for the City; review documents for accuracy and completeness; routes documents for approval; post, balance and adjust accounts, input data into the computer system, print and distribute checks.

Receive and issue receipts; verify monies paid to the City for a variety of permits, licenses, fees and fines. Post, balance and adjust accounts.

Prepare documents and make bank deposits. Reconcile less complex bank accounts.

Prepare and process utility billing and maintain subsidiary ledgers of customer accounts including processing of payment and account adjustment information.

Prepare and process billing for a variety of licenses, reimbursements and other city fees.

Prepare, process and maintain a variety of financial records and reports. Establish, maintain and purge a variety of files and records such as department and vendor files.

Answer the telephone and respond to questions on billing, business licenses and other City financial transactions. Refer more complex issues to higher level of authority as appropriate.

Search records and provide factual data from information on file; assist in resolving discrepancies.

Prepare justifications and makes recommendations for the adjustment of journals or other records to correct revenue or expenditure accounts.

May provide training and direction to other employees.

Make every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public.

Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Account Clerk I

Knowledge and Abilities:

Knowledge of modern office practices and procedures; of basic bookkeeping methods and terminology; of business arithmetic; and of filing, indexing and cross referencing methods.

Ability to prepare and maintain accurate records; to use a computer and other office equipment effectively; to learn, understand and apply the policies and procedures pertaining to the work, to understand, carry out and issue clear oral and written instructions, to communicate clearly and concisely both orally and in writing, and to establish and maintain cooperative relations with those encountered in the course of work.

Education and Experience:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of the 12th grade, including bookkeeping and accounting courses.

Experience:

One year of bookkeeping and financial record-keeping experience.

Other Requirements:

Selected positions require possession of a valid Class C California Driver=s License and a satisfactory driving record as a condition of initial and continued employment.

Account Clerk II

Knowledge and Abilities:

All knowledge and abilities required for Account Clerk I. Knowledge of principles and practices of financial record keeping and of municipal accounting system requirements and procedures.

Ability to investigate and analyze situations sufficiently to identify and resolve complex accounting problems independently and to work effectively without direct supervision and the ability to represent proper generally accepted accounting practices to both internal and external customers.

Education and Experience:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of the 12th grade, supplemented by bookkeeping and accounting courses.

Experience:

Two years of bookkeeping and financial record-keeping experience.

Other Requirements:

Selected positions require possession of a valid Class C California Driver=s License and a satisfactory driving record as a condition of initial and continued employment.

Senior Account Clerk

Knowledge and Abilities:

All knowledge and abilities required for Account Clerk I and II. Knowledge of principles and practices of financial record keeping and of municipal accounting system requirements and procedures.

Ability to investigate and analyze situations sufficiently to identify and resolve complex accounting problems independently and to work effectively without direct supervision

and the ability to represent proper generally accepted accounting practices to both internal and external customers.

Education and Experience:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of the 12th grade, supplemented by college-level bookkeeping and accounting courses.

Experience:

Three years of bookkeeping and financial record-keeping experience.

Selected positions require possession of a valid California Driver's License and a satisfactory driving record as a condition of initial and continued employment.