

ACCOUNT CLERK SERIES

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the classification. Class specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under supervision, to perform a variety of administrative support work, and accounting duties related to the maintenance and review of fiscal, financial and statistical records; and to do other work as required.

CLASS CHARACTERISTICS

This is a dual concept classification series with two levels consisting of Account Clerk I & II. The Account Clerk I & II positions are flexibly staffed. Allocation to each level is based on assignment of work, independence, and supervision received as outlined below:

Account Clerk I: This is the entry level of the clerical accounting classification series. Employees in this classification are expected to obtain the skills and knowledge necessary to adequately perform duties. Employees in this class normally work under close and continuous supervision, performing a group of repetitive or closely related duties according to established procedures. Generally, work is observed and reviewed both during its performance and upon completion. Account Clerk I can be a stepping stone to the Accounting Clerk II position.

Account Clerk II: This is the journey level of the clerical accounting classification series. Employees in this class normally work under minimal general supervision and, within a framework of established procedures, are expected to perform a variety of accounting duties with only occasional instruction or assistance. This level requires the knowledge of departmental procedures and precedence and the ability to choose among a limited number of alternatives in solving routine problems. An Account Clerk II is expected to work productively in the absence of supervision. Work is normally reviewed only on completion and for overall results.

Examples of Duties

Typical functions include but are not limited to:

Account Clerk I:

1. Waits on the public over the counter, receives payments, makes change and issues receipts for the collection of utility charges, permits, fines, taxes, license fees and other fees for service.
2. Verifies balances or adjusts accounts.
3. Posts, verifies, assembles, tabulates.
4. Prepares or verifies invoices, time records, requisitions, purchase orders, allocations and similar documents.
5. Schedules, indexes and files bills, vouchers, warrants and other records.
6. Makes calculations and verifies various reports.
7. Inputs data into computer, basic to intermediate skills in Microsoft Word, Excel, Access and Outlook is a required.
8. Operates personal computers and related equipment and programs.
9. Operates various office equipment, i.e. calculators, photocopiers, and facsimiles.
10. Maintains filing systems.
11. Responds to routine correspondence.
12. Participates and becomes proficient in the continuous improvement process.
13. Responsible for carrying out the mission of the City and the department and adherence to the City's and departmental organizational values.
14. Knowledge of accounts payable, receivables, and utility billing.
15. Maintains records of City receipts for water and sewer services, business licenses and other revenues.
16. Prepares and posts daily cash management, bank deposits and reconciles petty cash records.
17. Computes and prepares billings for metered water accounts.
18. Posts and tracks attendance records.
19. Issues City encroachment permits.
20. CDBG compliance tracking.
21. Additional duties as assigned.

Account Clerk II – additional duties to duties listed above:

1. Initiates and shows mastery of the continuous improvement to the Finance Department.
2. Intermediate to advanced knowledge in Excel, Word, PowerPoint, Access, and Outlook.

3. Help coordinate the fiscal budget process and auditing process, knowledge of practices and procedures.
4. Coordinates health benefits annually and process open enrollment forms.
5. Knowledge of personnel policies and procedures.
6. Ability to work with outside contractual vendors which includes State and Federal entities.
7. Knowledge of general accounting processes and procedures.
8. Ability to be self-motivated to learn various duties as necessary without supervision.
9. Operate in its entirety, the City's cash management, utility billing, business license, accounts payable modules.
10. Additional duties as assigned.

Minimum Qualifications

Any combination of education and coursework in accounting or bookkeeping and the ability to read and write at a level required for successful job performance that would demonstrate the knowledge, skills and abilities as outlined above is qualifying. A typical way to obtain the knowledge and skills is:

Account Clerk I : High school diploma or equivalent; and one (1) year of recent, full-time clerical experience dealing with financial records and/or reports.

Account Clerk II: High school diploma or equivalent; and two (2) years of recent, full-time accounting or bookkeeping experience in cash management, accounts payable, accounts receivable or payroll.

Possess a valid California driver's license is required.

Physical Demands and Working Conditions:

- Environmental Conditions: Work is normally performed in a typical office environment.
- Mobility: Frequent sitting for long periods of time at a desk or computer workstation. Occasional bending, twisting or squatting. Frequently utilizes computers, telephones and other office equipment. Often moves about the office to perform tasks and work with others
- Lifting: Frequently up to 10 pounds; occasionally up to 30 pounds.

- Vision: Constant use of overall vision; frequent reading of handwritten and printed materials on paper or electronic media such as a computer monitor. Occasional use of color and depth vision and close-up work.
- Dexterity: Frequent repetitive motion; frequent typing, writing, grasping, holding, twisting and reaching.
- Hearing/Talking: Frequent hearing and talking in person and on the phone.
- Emotional/Psychological: Frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone.