



## CLASS SPECIFICATION

Class Code: 0312  
Date Est: 05/2018  
Last Rev: 05/2018  
Last Title Chg:  
FLSA: non-exempt  
Probation: 6 months

### ACCOUNT CLERK

#### **DEFINITION**

Under supervision, performs a variety of clerical accounting duties involving financial record keeping or bookkeeping transactions including accounts payable and accounts receivable; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

One year of full-time experience involving financial records and accounts; OR an equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

None.

#### **SUPERVISION EXERCISED**

None.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Perform routine posting, bookkeeping and related clerical accounting work by use of a computer or other approved system.

Maintain assigned journals and subsidiary ledger accounts.

Perform maintenance on assigned set of accounts including posting, reconciliation and trial balance; perform other account maintenance activities specific to the department.

Prepare reports on a daily, weekly or monthly basis as instructed.

Compile, prepare, check and tabulate statistical and financial data.

Process purchase orders; sort, audit, match and distribute invoices and monthly statements from vendors and service providers.

Compare and match invoice to purchase order, verify extensions, quantity received and freight charges.

Process the appropriate approvals for payment, take appropriate discounts, confer with vendors as necessary and prepare payments for mailing.

Serve as a cashier to receive payments by mail, in person, or electronic transfer; record and issue receipts.

Record and post receivables to specified accounts; prepare deposits and related material.

Prepare and maintain a variety of financial files, records, statements and reports; gather, check and tabulate the data used in the preparation of these records and reports.

Deal with the public in person or by telephone or other electronic method in a professional and courteous manner.

Provide general clerical support for staff as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

Departmental organization and functions including flow of work and operating practices of the various units within a department.

Computer system(s) used by the department.

Basic knowledge of Microsoft Office Suite products.

General bookkeeping and record keeping as it pertains to the department and the overall County operation.

### **Ability to:**

Work with and deal effectively with the public, both in person as well as over the telephone.

Handle financial records and accounts in an accurate, professional manner.

Make and maintain accurate records on a daily, weekly and monthly basis.

Review and analyze own work for accuracy and completeness.

Follow written and oral instructions.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

### **Knowledge of:**

Bookkeeping and record keeping with either a manual or computerized system.

Bookkeeping including accounts payable, accounts receivable, posting and general ledger.

### **Ability to:**

Deal effectively, professionally, and courteously with the public.

Perform formal record keeping for such items as journals, receipt books and other records.

Accurately follow written and oral instructions.

### **Skill to:**

Operate 10 key calculator by touch.

Operate modern office equipment including computer equipment.

Type and enter data at a speed necessary for successful job performance.

**SPECIAL REQUIREMENTS** (*Essential duties require the following physical skills and work environment.*)

Ability to work in a standard office environment.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*