



CLASS SPECIFICATION

Class Code: 0314
Date Est: 07/1973
Last Rev: 06/2016
Last Title Chg:
FLSA: Non-exempt
Probation: 12 months

PRINCIPAL ACCOUNT CLERK

DEFINITION

Under general supervision, supervises or performs centralized accounts or property record maintenance oversight over multiple or specific County departments; assigns, reviews and participates in the work of staff responsible for providing accounting or data record services; performs a variety of technical tasks relative to assigned area of responsibility; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three years of technical accounts maintenance experience involving direct public contact and the use of standard Microsoft Office Suite applications (Word, Excel and Outlook at a minimum); OR an equivalent combination of related education and experience.

LICENSE OR CERTIFICATE

Some positions may require possession of a valid driver's license and/or licensure as a Notary Public.

SUPERVISION EXERCISED

Exercises direct supervision.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from Account Clerk II by its responsibility for a complex, technical program that includes conducting fiscal, operational and staffing studies. Responsibilities may include centralized oversight over multiple department transaction processes through the County enterprise resource system or other specialized software programs. A Principal Account Clerk is responsible for the compilation, preparation and maintenance of accounting files/records and supervises a small number of staff.

EXAMPLES OF DUTIES *(Duties include the following as well as tasks specific to the assigned department.)*

Establish schedules and methods for providing accounting or data management services; develop, interpret and apply countywide and departmental policies, procedures, rules and statutory regulations for assigned areas.

Supervise staff including selection, training, scheduling, work assignments, performance appraisal, discipline, coaching and development.

Supervise and/or provide oversight and centralized review over the work of staff and departments responsible for providing accounting and/or data management services.

Review and verify work in progress and completed work of assigned staff and departments for accuracy, proper work methods, techniques and compliance with applicable standards.

Participate in the administration of the assigned budget by monitoring expenditures; prepare and submit requisition for supplies and materials.

Respond to and resolve inquiries and complaints from the public, co-workers, staff or other agencies regarding assigned activities; maintain effective public relations when dealing with citizens and other agencies.

Conduct special studies and research projects including fiscal, staffing and operational studies and projects; complete and analyze data; prepare necessary records and reports on projects and activities; develop handbook and procedural manuals.

Coordinate assigned services and activities with other divisions, outside agencies and organizations, the public and government officials.

Monitor and balance accounts verifying availability of funds and classification of expenditures.

Maintain, reconcile and troubleshoot a variety of financial or property records; examine, research, analyze and correct transactions to resolve problems and to ensure accuracy; prepare journal vouchers to adjust and correct errors in records; perform month end, fiscal year-end and calendar year-end accounting system processing as required by assigned functional area.

Prepare and analyze fiscal reports, statements and schedules; prepare new-year, mid-year and year-end reports; ensure timely preparation and submissions of various reports.

Ensure that assigned staff performs duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

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

Knowledge of:

Countywide and departmental policies, practices and procedures relevant to area of assignment.

Laws, rules and regulations that apply to the assigned function.

Operational characteristics, services and activities of a governmental accounting program or computer assisted mass appraisal system (CAMA).

Governmental accounting principles and procedures and their application to a variety of accounting or property record transactions and problems.

Principles and practices of electronic data processing and data base management as applied to financial programs and services delivered through the County enterprise resource system and/or other specific software system.

Ability to:

Understand the organization and operation of the County and outside agencies necessary to assume assigned responsibilities.

Interpret and apply pertinent laws, codes and regulations including administrative and departmental policies and procedures.

Respond to requests and inquiries from the public, County staff or other agencies related to the policies and procedures of assigned function while maintaining a proper demeanor.

Select, train, supervise and evaluate staff.

Organize and review the work of technical and clerical accounting staff.

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

Knowledge of:

Principles of supervision, training and performance evaluation.

Modern principles and practices of accounting, auditing, reporting and financial analysis.

Financial research and report preparation methods and techniques.

Modern office practices, methods and record management systems.

Principles and techniques used in dealing with the public.

Numerical, alphabetical and subject matter filing systems.

English usage, spelling, vocabulary, grammar and punctuation.

Skill to:

Operate modern office equipment including computer equipment.

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

Ability to:

Use modern accounting methods, procedures, forms and records.

Prepare and analyze the full range of financial reports, analyses and statements.

Examine and verify the accuracy and completeness of a full range of financial documents.

Plan and organize work to meet schedules and timelines.

Prepare and maintain records and write comprehensive reports.

Maintain confidentiality of data and information.

Assist in budget preparation and monitoring.

Perform mathematical computations quickly and accurately.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

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.