

ACCOUNT CLERK I/II**DEFINITION**

Under general supervision, performs specialized clerical working connection with the preparation, validation, examination, coding, and reconciliation of fiscal, financial, and statistical records related to billings, payroll, purchasing and business licensing functions; completes and processes a variety of forms and statistical reports; inputs and retrieves data using computer terminals and equipment; assists the public in services provided by the Finance Department; performs related duties as required.

CLASS CHARACTERISTICS

This is a flex class. Positions are typically budgeted at the journey level, Account Clerk II, but are under-filled at the Account Clerk I until the incumbent acquires the full range of knowledge, skills and abilities required of a journey level Account Clerk. The progression of an Account Clerk I to an Account Clerk II typically requires a minimum of two years experience at the entry level and an evaluation of employee knowledge, skills, abilities, and performance level by management.

The Account Clerk II is the journey level class in the accounting clerical class series and is distinguished from the Account Clerk I by performance of more difficult tasks in which a working knowledge of department procedures, forms, reports, and fiscal and financial record keeping practices is required.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Verifies claims, warrants, deposit slips, computer source documents, applications, invoices, purchase orders, and records for arithmetical accuracy, consistency, and budget classifications requiring application of established coding and record keeping practices.

Assembles, sorts, tabulates, codes, and files data; makes arithmetical calculations and verifies totals and extensions; performs data entry or maintains manual records to post, adjust, and balance accounts; allocates funds to correct accounts according to established procedure; balances and reconciles accounts.

Collects and accounts for money; issues vouchers and receipts; maintains petty cash, operates a cash register, and periodically prepares bank deposits as assigned; generates manual warrants as assigned, in accordance with established procedures.

Prepares and otherwise processes invoices; prepares entries, tabulations, standard forms, and routine documents according to specific instructions; maintains related files; operates data terminals, calculators, and other standard office equipments.

Responds to inquiries in person or by phone, providing explanation of established procedures and work unit policies; issues routine correspondence to vendors, businesses, or the public according to established procedure, including routine collection correspondence.

ESSENTIAL FUNCTIONS (Continued)

Utilizing computer terminal, downloads information on accounts payable and prints checks; prepares expenditure approval list; verifies that printed checks are in accordance with approved expenditures; prepares envelopes for mailing of checks and makes required distribution.

QUALIFICATIONS GUIDELINESEducation and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include successful completion of high school level bookkeeping or accounting course work, or equivalent; and:

Account Clerk I: One year of accounting clerical experience which included routine account record keeping, public contact, and the application of policies and procedures in the performance of assigned tasks.

Account Clerk II: three years of accounting clerical experience that is comparable to that of an Account Clerk with the City of Ridgecrest.

Knowledge, Skills, and Abilities

Working knowledge of general fiscal and financial record keeping practices, procedures, methods, office equipment, and record keeping; basic knowledge of computers programs used in financial record keeping. Skill in the operation of a variety of office equipment.

Ability to perform routine clerical, financial record keeping work; make arithmetic calculations quickly and accurately; operate office computer terminals; work independently; understand and apply general fiscal and financial record keeping practices in the performance of assigned tasks; communicate effectively; establish and maintain cooperative working relationships; meet the public in situations requiring diplomacy and tact.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record may be required for some assignments.

Receive satisfactory results from a background investigation, physical examination, drug testing and administrative screening which meet the established qualification standards.

PHYSICAL PROFILE: I, 4, 7, 12

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