

Department: In all Civil Divisions
Classification: Competitive
Grade: 6

SPEC DISK F1
DOCUMENT 26

FLSA Non
Exempt

ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing clerical duties and utilizing standardized account keeping practices in maintaining and reviewing financial accounts and records. Employees in this class are given detailed instructions for new or difficult assignments. General supervision is received from a higher ranking clerical or administrative employee. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Posts to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records and other original entry media;
Receives remittances by mail or in person, verifies amount, computes interest and penalties and posts to book or original entry;
Assists in maintaining labor, material and operational cost records;
Assists in verifying and reconciling account balances according to a prescribed procedure;
Helps to review and check routine account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;
Classifies constantly recurring receipts and expenditures and distributes costs according to a prescribed code;
Compiles data for and helps in the preparation of simple financial and statistical reports;
Issues receipts for monies received;
Sorts, indexes and files requisitions, vouchers, ledger cards and other material;
Compiles payroll data, prepares and checks payrolls;
Operates computing, calculating, check writing and other office machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of modern methods of keeping and reviewing financial accounts and records; working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to understand and follow oral and written instructions; ability to make arithmetic computations rapidly and accurately; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; neatness; a high degree of accuracy; integrity; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and one year of paid experience in maintaining financial accounts and records; or
- (b) Three years of paid experience in maintaining financial accounts and records; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Completion of college study in accounting may be substituted for paid experience on a year-for-year basis.

REVISED 07/25/96
REVIEWED 6/12/18