

SENIOR ACCOUNT CLERK

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

SUMMARY DESCRIPTION

Under direction, leads, oversees, and participates in the more complex and difficult work of staff responsible for performing a wide variety of responsible clerical and technical accounting work involved in performing financial record keeping and reporting duties in support of assigned accounting system, function, or program area including in the areas of utility billing, accounts receivable, accounts payable, payroll, business licenses, and revenue collection and cash management; provides information and assistance to the general public and City departments; maintains file and records; and performs a variety of technical tasks relative to assigned areas of responsibility.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Account Clerk series. Positions at this level are distinguished from the other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including responsibility for leading and performing the full range of accounting clerical duties related to payroll, business licenses, accounts payable and accounts receivable. Employees at this level are required to be fully trained in all procedures and able to perform the full scope of duties of the Account Clerk II and have a more in-depth knowledge specific to assigned area.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Lead, plan, train, review and participate in the work of staff responsible for performing a variety of responsible clerical accounting and financial office support duties in support of assigned accounting system, function, or program area; participate in performing the most complex work of the unit including providing technical support to assigned supervisory personnel; research and compile technical information related to area of assignment.
2. Train assigned employees in their areas of work including clerical and technical accounting methods, procedures, and techniques.
3. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.
4. Oversee and participate in preparing, maintaining, and/or verifying a variety of accounting, financial, and statistical records, ledgers, logs, and files; gather, assemble, tabulate, enter, check, verify, balance, adjust, record, and file financial data; codes data according to prescribed accounting procedures; reviews information to ensure accurate reporting; resolve discrepancies; establish and maintain various files and records.
5. Oversee and participate in performing data entry; post receipts and other information to various city accounts and funds.

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6. Prepare financial, accounting, and statistical statements, analyses, documents, and reports; assist other accounting staff and departmental management in the preparation of reports; gather and organize data.
7. Oversee and participate in preparing daily City deposits and post appropriate journal entries.
8. Oversee and participate in preparing and submitting all warrants and warrant list for review and approval.
9. Perform a full range of customer service duties related to area of assignment; respond to public inquiries in a courteous manner; provide information to the public and City staff requiring the use of judgment and the interpretation of policies, rules, and procedures; resolve complaints in an efficient and timely manner.
10. Perform a variety of general office support functions including typing, record keeping, proofreading, and forms and report generation.
11. Assist in department operations evaluations and make recommendations on improved office procedures.
12. Perform special projects, studies and collect and compile statistical and financial data for special reports, as directed.
13. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a clerical and technical accounting program.

Principles of lead supervision and training.

Principles, procedures, and methods used in the performance of clerical and technical accounting duties.

Principles and procedures of financial record keeping and reporting.

Advanced methods and techniques of coding, verifying, balancing, and reconciling accounting records.

Mathematical principles.

Customer service techniques, practices, and principles.

Methods and techniques of proper phone etiquette.

Principles and procedures of record keeping and filing.

Methods and techniques for basic report preparation and writing.

English usage, spelling, grammar and punctuation.

Business letter writing and basic report preparation.

Modern office procedures, methods, and equipment including computers.

Computer applications such as word processing, spreadsheet, and database applications as well as financial and statistical software.

Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Lead, organize, and review the work of staff.

Independently perform advanced journey level accounting clerical work in assigned area.

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Interpret, explain, and enforce department policies and procedures.
Perform a variety of accounting, fiscal, and statistical record keeping duties including to prepare, maintain, and reconcile a variety of records and files.
Perform mathematical calculations quickly and accurately including to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.
Understand the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
Understand and apply pertinent laws, codes, and regulations as well as organization and unit rules, policies, and procedures with good judgment.
Implement and maintain filing systems.
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
Compile a variety of information and records and exercise good judgment in maintaining information, records, and reports.
Participate in the preparation of a variety of administrative and financial reports.
Read, understand, and review documents for accuracy and relevant information.
Deal successfully with the public, in person and over the telephone; respond tactfully, clearly, concisely, and courteously to issues, concerns, and needs.
Operate and use modern office equipment including a computer and various software packages.
Use applicable office terminology, forms, documents, and procedures in the course of the work.
Type and enter data at a speed necessary for successful job performance.
Understand and follow oral and written instructions.
Maintain composure and exercise good judgment when answering demanding questions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade. Additional college level course work in accounting, finance, or related field is preferred.

Experience:

Three years of responsible clerical accounting experience comparable to that of an Account Clerk II with the City of Ceres.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with extensive public contact and constant interruptions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

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Hearing: Hear in the normal audio range with or without correction.

Bargaining Group: Miscellaneous
FLSA Status: Non-Exempt

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Johnson & Associates

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Senior Account Clerk position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.