

ACCOUNT CLERK / SENIOR ACCOUNT CLERK**DEFINITION**

Under general supervision, to perform a variety of special accounting, document processing and recordkeeping; to review fiscal records, grant applications or specialized documents and information; to perform a variety of technical and office support work; and to perform related duties as assigned.

CLASS CHARACTERISTICS

Account Clerk is the entry-level class in this series. Initially under close supervision, incumbents learn and perform a variety of routine and repetitive clerical accounting duties related to the preparation, processing and maintenance of statistical, financial, billing and related records. This class is flexibly staffed with Senior Account Clerk, and incumbents normally advance to the higher level after gaining experience and achieving proficiency which meet the requirements for Senior Account Clerk.

Senior Account Clerk is the journey-level class in this series. Incumbents are expected to perform the full range of duties with only occasional instructions or assistance. Incumbents perform a variety of specialized financial, statistical and document processing work. This is not a supervisory classification.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Communicates with and assists department personnel with matters pertaining to general accounting procedures, and other fiscal programs; provides data, records and reports as requested.
- Receives, sorts and organizes a variety of financial documents, including bills, claims, invoices and payments; reviews documents received for completeness and accuracy.
- Prepares and processes receivables and prepares claims for payment.
- Prepares and distributes various billing invoices.
- May maintain work and time records
- May review referrals to department programs and processes per state requirements
- Maintains, verifies, balances and adjusts assigned accounts in accordance with pertinent laws, regulations, rules, policies and procedures.
- Monitors assigned County contracts; ensures all financial transactions are in compliance with contract specifications.

- Assists with the preparation of the department's annual budget; enters department budget requests into computer; updates narrative forms; creates information to be given to the Auditor for Board approval.
- Enters financial, statistical and other data into computer for record-keeping and reporting purposes; prepares spreadsheets.
- Prepares a variety of special and periodic reports; researches financial data for managerial decision-making and report preparation as requested.
- Performs other clerical work as required, which may include but is not limited to preparing routine reports and correspondence, copying documents, filing / retrieving files, faxing information, answering the telephone, processing mail, etc.
- Operates a variety of standard office equipment, including computers, printers, typewriter, copier, adding machine, fax machine, telephone, postage meter, folding machine, etc.
- Attends various meetings and training as required or appropriate.
- Completes special projects as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Account Clerk:

Modern office practices, methods and procedures.

Basic mathematics.

Methods, practices and procedures of financial and statistical record-keeping.

English usage, spelling, grammar and punctuation.

Report and letter writing techniques.

The use of computers for word and data processing.

Senior Account Clerk: (In addition to the above requirements)

All pertinent federal, state and County laws, codes, ordinances, regulations and standards, and County policies and procedures, pertaining to assigned areas of responsibility.

Generally accepted government accounting principles, practices and mathematics and reporting requirements.

Budgeting methods and procedures.

Methods of contract administration and compliance; research and statistical data collection and analysis.

Policies, laws, rules and regulations impacting the operations, transactions and functions of the department.

Ability to:

Account Clerk:

Learn, interpret and apply policies and procedures, and pertinent federal, state and local laws, rules and regulations.

Understand and follow oral and written instructions.

Keep abreast of trends and requirements in County government financial record-keeping and reporting.

Work continuously with mathematical figures and perform arithmetic computations accurately and quickly.

Prepare and maintain accurate reports and records.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate effectively both orally and in writing.

Safely operate basic office equipment.

Maintain confidentiality as required.

Senior Account Clerk: (In addition to the above requirements)

Exercise sound judgment when initiating processes, actions and alternatives within established procedures and regulations.

Analyze problems in areas of responsibility, evaluate alternatives and make sound recommendations.

Assist in preparing and managing large budgets and grants..

Review the financial aspects of various contracts and ensure compliance with contract specifications.

Prepare, examine and verify financial documents and reports.

Collect, compile and interpret statistical and financial data, and prepare reports using such data.

Type or word process data accurately and at speeds necessary for the successful completion of duties.

Effectively use computer programs for financial / administrative record-keeping and reporting.

Education: (for both Account Clerk and Senior Account Clerk)

High school diploma or GED equivalent supplemented by any combination of course work and training which would provide an opportunity to acquire the knowledge and abilities listed.

Experience:

Account Clerk:

One year of experience performing fiscal, statistical, billing or related office support work, preferably in the public sector.

Senior Account Clerk:

Two years as an Account Clerk in Alpine County or three years of accounting experience, preferably in the public sector.

Other Requirements: (for both levels)

Possession of a valid California driver's license.

TYPICAL PHYSICAL REQUIREMENTS

The physical demands described here 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 functions.

Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office and inspection duties; lift and/or move objects weighing up to 15 pounds frequently and 50 pounds occasionally; use hands to finger, handle or feel objects, tools, or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen. Tasks may involve extended periods of time at a keyboard or workstation.