ACCOUNT CLERK I

DEFINITION

Under general supervision, to perform account and statistical recordkeeping and office support work required for the preparation and maintenance of accounting, budgetary, and fiscal records; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is the first working level class in the Account Clerk class series. An incumbent is expected to perform a variety of account and statistical recordkeeping with only occasional instruction or supervision.

EXAMPLES OF DUTIES

Performs a wide variety of account and statistical recordkeeping and office support work involved in the preparation and maintenance of accounting, budgetary and fiscal records; opens, verifies, balances, and adjusts accounts; maintains ledger systems; posts, assembles, tabulates, and compares financial data; prepares or checks warrants, invoices, payroll records, requisitions, purchase orders, and similar fiscal documents; compares, schedules, indexes and files bills, vouchers, warrants, and other records; prepares and checks various statistical or accounting tables and reports; keeps journals or subsidiary ledgers; assists in preparing and may type accounting, statistical reports, and schedules; operates adding, calculating, computer terminal, revenue counting and other office machines; keeps records of cash transactions and of receipts issued; prepares and sends bills and delinquency notices; audits and balances bills; maintains cash account records; reviews claim vouchers; performs a variety of accounts receivable and payable recordkeeping duties; assists in the preparation of County, State, and Federal reports; prepares and maintains financial control records; may assist with City Treasurer and investment functions; may deal with the public by receiving payments and issuing permits, counts and reconciles revenue, explaining systems and procedures; provides a variety of information on permit requirements, licensing, City services, and utility billings to members of the general public; prepares a variety of letters and correspondence; does a variety of document preparation and filing; may assist with gathering and developing price quotations for purchasing.

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EMPLOYMENT STANDARDS

Knowledge of:

- Accounting and financial recordkeeping methods, practices, and procedures, as they pertain to municipal accounting and utility systems.
- Modern office methods, practices, and procedures.
- Recordkeeping and report preparation procedures.

and

Ability to:

- Perform financial recordkeeping work requiring the interpretation and application of basic accounting principles.
- Assist in the preparation of accurate financial statements, reports, and analyses.
- Perform a variety of technical office support accounting duties related to accounts payable/receivable, and utility billing.
- Operate calculating, adding, cashiering and computer equipment including standard accounting applications software.
- Utilize data processing equipment to input and retrieve data, maintain records, analyze data, and prepare accurate reports.
- Effectively represent the accounting functions with concerned individuals, community organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school or G.E.D. is desirable, supplemented by courses in accounting, bookkeeping, or closely related field is desirable.

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EMPLOYMENT STANDARDS - (cont.)

Work Background: One year of experience in financial, accounting, or statistical recordkeeping duties performing duties requiring the interpretation and application of basic accounting principles.

August 1992