

ACCOUNTING CLERK

CLASS CODE/PAY GRADE

Class Code: 3305

EEO Code: F

PR 114

MAJOR FUNCTION

Progressively responsible clerical work in keeping and maintaining routine and specialized fiscal and accounting records.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Conducts routine, non-complex audits of a variety of records by examining, verifying, and reviewing accounts, invoices, and vouchers. Prepares schedules/reports using spreadsheet or word processing software. Assists in the preparation of invoices for payment. Creates folders and maintains files of records of expenditures.

Assists in other bookkeeping functions such as maintaining files, bank reconciliations, daily accounting reports, analyzing selected general ledger accounts and preparing journal entries to record or correct accounting transactions.

Processes activity billing records. Assists divisions with billing problems, payments, billings, etc.

Processes and assembles data for computer input. Enters and edits accounting transactions into on-line financial system.

Assists with calculating the cost of operation of various activities. Assists in preparation of budget estimates.

Audits and proofs accounting or other reports for clerical accuracy and conformance to division/activity, County, and State procedures.

Maintains payroll records, time sheets, and leave records. Codes pay and time sheets according to the system in operation. Reconciles work sheets.

Assists in maintaining accounting records of a department or division according to established account classifications, including cash books, subsidiary journals and general ledgers. Posts entries to these ledgers from supporting records.

Answers customer questions. Balances detailed customer or subsidiary records.

(Accounting Clerk

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of bookkeeping and ability to apply this knowledge in varied work situations. Knowledge of rules, regulations, and policies controlling fiscal record keeping. Knowledge of modern office practices, procedures, and equipment.

Ability to make mathematical calculations with accuracy and reasonable speed. Ability to maintain accounting records and prepare reports. Ability to serve the public and answer questions relating to the operation of the unit.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED certificate and one (1) year of bookkeeping or accounting clerk experience.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS:

Physical Demands: Sedentary work. Ability to see, talk; finger dexterity for data entry. Ability to look at a CRT screen for long periods.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend instructions, procedures, memos, financial reports, formatted financial statements, and letters. Ability to do general mathematical calculations including basic accounting and bookkeeping. Ability to write and speak clearly and concisely to relay information, data, and details to others.

Revised 10/94

Revised 10/03