

## **SENIOR ACCOUNTING CLERK**

### CLASS CODE/PAY GRADE

Class Code: 3310

EEO Code: F

### MAJOR FUNCTION

Highly responsible clerical work in keeping and maintaining 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.)

Analyzes statistical, fiscal, and payroll records and reports of the department or division. Prepares financial statements from accounting records. Prepares special periodic reports. Performs bank reconciliation and related general ledger journal entries. Audits payroll worksheets and performs other tasks related to processing biweekly payrolls. Audits personnel action forms; audits pay and reviews dates; keys information into computer.

Exercises judgement and works without close supervision. Answers complex, technical questions from the public on area of responsibility. May review/audit work of accounting clerk. Verifies that all paperwork submitted is complete and accurate before processing. Reviews encumbrances as to availability of funds.

May be responsible for the daily operation of a section in the absence of the supervisor or act as a lead worker to other section personnel.

Prepares complex schedules using spreadsheet and/or word processing software applications.

Performs related work as required.

### 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

Two (2) years of experience as an Accounting Clerk; or graduation of high school or

possession GED and 4 years of progressively responsible accounting clerk, payroll or bookkeeping work.

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.