



## ACCOUNT CLERK I

Job Code: 1109

EEO Class Code: Office / Clerical

Union Status: CWA

FLSA Code: Non-Exempt

Salary Grade: h20

### NATURE OF WORK

Specialized clerical work involving the application of bookkeeping principles and practices in the maintenance of financial records.

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Posts to general, special, and subsidiary ledger accounts from invoices, receipts, payrolls, journals, transfer and adjustment orders, and other sources of original entry
- Takes trial balances
- Checks and codes invoices
- Verifies and audits purchase orders and statements
- Prepares vouchers for payment and maintains voucher register
- Posts, proves, and assembles cost records
- Maintains records and prepares reports on daily cash receipts
- Reconciles bank statements
- Applies prorating schedules and computes operating costs for various City activities
- Prepares, analyzes, checks, audits, and distributes payrolls
- Verifies work performed for accuracy and prepares reports which summarize posting
- Performs typing and filing which is incidental to bookkeeping duties
- Performs related work as required

### KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of modern office methods, procedures and equipment
- Some knowledge of commercial or governmental bookkeeping principles and procedures
- Knowledge of commercial arithmetic
- Skill in the use of a typewriter and ability to learn the operation of bookkeeping and other office machines
- Ability to maintain routine financial records and to prepare clerical and simple financial report
- Ability to make and verify computations quickly and accurately
- Ability to establish and maintain effective working relationships with other employees and the general public

### MINIMUM REQUIREMENTS

- Two (2) years full-time paid experience in accounting or bookkeeping
- Sixty (60) semester hours from an accredited college or university with twelve (12) semester hours in accounting or bookkeeping OR successful completion of 900 hours from an accredited vocational school with 240 hours in accounting or bookkeeping may substitute for two (2) years of experience
- Partial year may be prorated
- Type 20 correct w.p.m.

### PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact

- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, and pulling

## SUPERVISION RECEIVED

- General and specific assignments are received
- Work follows prescribed procedures and is subject to audit and review of records

## SUPERVISION EXERCISED

- Usually none
- May furnish technical directions to clerical employees