



## ACCOUNT CLERK III

Job Code: 1107

EEO Class Code: Para Professional

Union Status: CWA

FLSA Code: Non-Exempt

Salary Grade: h25

### NATURE OF WORK

Responsible para-professional accounting duties as an administrative supervisor or staff assistant requiring a working knowledge of the application of municipal accounting principles and practices as they apply to the maintenance of financial records in a computer based environment. Work involves problem solving and decision making; independent judgment is exercised in performing specialized functions within general guidelines and policies. Supervision is received from an administrative superior who reviews work for conformity with established administrative and departmental policies and for attainment of desired goals and objectives, through conferences, personal inspections, and review of reports

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Supervises the cashiering function
- Plans assigns, supervises the work of subordinate professional and clerical employees and to participate in the recording of accounting transactions, in the maintenance and reconciliation of journals, ledgers, and record books, and in preparing statements and reports
- Prepares and maintains daily detailed records of the cashiering functions
- Prepares daily deposits for the banks
- Receives revenue at the counter
- Performs related work as required

### KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of modern office methods, procedures and equipment
- Knowledge of applicable Federal, State and City laws and regulations relating to Finance Department operations
- Knowledge of Finance Department legal, administrative and procedural regulations
- Knowledge of basic accounting principles, practices and procedures
- Knowledge of the use of computerized accounting systems
- Knowledge of City government organization and operations
- Knowledge of supervisory principles and practices
- Skill in the operation of office machines and keyboard equipment
- Ability to carry out complex verbal and written instructions
- Ability to prepare detailed financial and statistical tabulations and reports accurately and in a timely manner
- Ability to prepare and maintain detailed and comprehensive records
- Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials and the general public
- Ability to supervise subordinate employees in a manner conducive to full performance and high morale
- Ability to express ideas clearly and concisely, both verbally and in writing

### MINIMUM REQUIREMENTS

- Employed by the City for the past one (1) year (part-time will be prorated)
- Three (3) years full-time verifiable accounting or bookkeeping experience

- Thirty (30) semester hours from an accredited college or university with twelve (12) semester hours in accounting or bookkeeping OR successful completion of 450 hours from an accredited vocational school with 120 hours in accounting or bookkeeping may substitute for one (1) year of experience (partial year may be prorated)
- Must have knowledge of municipal accounting or bookkeeping practices

## 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
- 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

## SUPERVISION RECEIVED

- General and specific assignments are received from and reviewed by an administrative superior
- Work is performed with some latitude for use of independent judgment usually following established methods and procedures
- Work is reviewed for conformity with established administrative and Finance Department policies and standards

## SUPERVISION EXERCISED

- May direct and/or supervise a group of fiscal and/or clerical employees in the preparation of assigned work