

ACCOUNT CLERK I

DEFINITION

Under direct supervision, to do clerical work of average difficulty, primarily involving the maintenance of financial or statistical records; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class are normally assigned such moderately repetitive tasks as posting, adding, computing, and refiguring, comparing and filing financial data or statistical information. Records maintained by position in this class are reviewed regularly. Incumbents are expected to solve routine or repetitive problems without assistance, but unusual or unique problems are referred to a supervisor. A variety of general clerical duties may be assigned which require the exercise of some initiative and general understanding of the rules, policies, and procedures of the department. The records maintained and procedures followed are normally a portion of a more complex set of records or a segment of an accounting process, the primary responsibility for the more complex record system is assigned to positions in a higher class.

ESSENTIAL FUNCTIONS

- Gathers, assembles, tabulates, checks, and files financial and statistical data.
- Keeps simple financial records and processes documents involved in financial transactions.
- Does machine posting.
- Makes arithmetical calculations.
- Makes and verifies extensions.
- Assists in preparing financial statements.
- Types purchase orders.
- Sets up checks payroll service reports.
- Keeps simple ledger accounts balancing such accounts, checking and correcting irregularities.
- Receives money and maintains records of receipts.
- May compute overtime earnings.
- Assists in making financial and statistical reports of records and accounts maintained.
- May operate various office machines.

QUALIFICATIONS

Knowledge of:

Personal computers and related software, i.e. spreadsheets and word processing; methods and practices of financial record keeping; bookkeeping methods and terminology; modern office methods and procedures.

Ability to:

Perform general clerical work and make arithmetical calculations with speed and accuracy; learn basic double entry bookkeeping method; operate office equipment such as a personal computer and calculator; understand and carry out oral and written instructions; work cooperatively with those contacted in the course of work; type at a speed of 30 words a minute from clear copy containing a large percentage of numerical or tabular data.

Experience:

One year of experience in the preparation and maintenance of financial records.

Education:

Equivalent to completion of the twelfth grade, preferably supplemented by courses in financial record keeping.