

JOB TITLE: Accounting Clerk

JOB NO: CL001116

JOB FAMILY: Clerical

FLSA: Non-Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To perform accounting clerical work in accounts payable, billing and collections; to assist in the maintenance of related accounting information for suppliers and vendors; and to provide clerical support to division staff.

SUPERVISION

General supervision is provided by the Accounting Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Process purchase orders and invoices as assigned; verify purchase orders with invoices; research invoice discrepancies; process and distribute payments as requested.
3. Maintain various accounts, ledgers, registers, and journals.
4. Prepare correspondence for returned checks due to insufficient address; process and handle write-offs on various accounts; process and monitor payment cancellation on City checks, verify check status, and re-issue obsolete checks.
5. Reconcile a variety of accounts as requested including payroll and accounts payable balance with the bank balance.
5. Audit and maintain a variety of files and filing systems; prepare, maintain and update various records; verify and distribute information as requested; photocopy, mail or fax materials as necessary.
6. Provide clerical support to assist designated division staff in the completion of their duties and responsibilities.
7. Answer questions and provide information to the public; receive citizen and client complaints and questions and refer to appropriate division staff member for resolution.
8. Collect and verify a variety of information as requested including purchase orders and invoice and vendor data; receive and record payments of customer accounts.
9. Enter and verify data pertaining to expenditure requests, vendor file data, and cashed checks into the computer system.

OTHER DUTIES AND RESPONSIBILITIES

1. Verify actual inventory with computer inventory; maintain and monitor inventory amounts.
2. May maintain various ledgers, registers and journals according to established account classifications; prepare correcting or adjusting entries as necessary.

3. Prepare a variety of memorandums, correspondence, reports, public notices and documents as assigned.
4. Order and maintain office supplies and associated materials.
5. Input information into personal computer application as needed.
6. Assist in processing accounts payable and payroll checks through signature plate machine.
7. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

High School Diploma or GED.

EXPERIENCE

Six months of experience performing accounting and bookkeeping duties.

LICENSES AND CERTIFICATES

None

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

1) Knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Invoicing and accounts payable procedures.

Practices, procedures, methods and equipment used in posting invoices.

Basic mathematics.

Basic principles and practices of financial record keeping.

Modern office procedures, methods and equipment including computers and associated equipment.

Skill in:

Operating various types of office equipment including typewriters, computers, facsimile machines, check signing machine, photocopiers and adding machines.

Assembling and preparing data for report presentations.

Ability to:

Establish and maintain cooperative working relationships with those contacted in the course of work.

Work independently in the absence of supervision.

Prepare and maintain detailed and accurate financial and statistical records.

Maintain financial and accounting records.

Perform varied clerical duties.

Understand and follow oral and written instructions.

Pass a medical physical examination.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Reading and writing*
- *Communicating with others*
- *Operating assigned equipment.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Sitting for extended periods of time*
- *Bending, stooping, twisting and reaching above the shoulder*
- *Occasionally lift and carry objects weighing up to 34 lbs*

Director of Human Resources

Date

Department Director

Date

DATE ISSUED: February 1993

REVISION DATE: February 2000