



CLASS SPECIFICATION

Class Code: 0311
Date Est: 12/1992
Last Rev: 05/2018
Last Title Chg:
FLSA: non-exempt
Probation: 12 months

ACCOUNT CLERK II

DEFINITION

Under general supervision, performs a variety of technical and clerical accounting duties involved in maintaining specialized and or complex fiscal records; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of full-time experience maintaining financial records and accounts; OR an equivalent combination of related training and experience.

LICENSE OR CERTIFICATE

None.

SUPERVISION EXERCISED

May provide lead direction over support staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Maintain and reconcile a variety of ledgers, reports and accounting records; examine, research, analyze and correct accounting transactions to resolve problems and ensure accuracy; prepare journal vouchers to adjust and correct errors in accounting records; perform month end, fiscal year end, and calendar year end accounting system processing.

Monitor and balance various accounts, verifying availability of funds and classification of expenditures; review and reconcile reports and budgets with related financial data; audit and verify information, including source data and department data; assist with budget preparation.

Research and assemble information for the completion of forms.

Prepare and analyze a variety of routine fiscal reports, statements and schedules; prepare new-year, mid-year and year-end reports.

Assist customers, departments and employees by providing fiscal information, explaining procedures and answering questions; provide technical information and instruction regarding applicable procedures and methods to other County staff; resolve complaints in an efficient and timely manner.

Establish and maintain complete files and records related to assigned function.

Input and retrieve fiscal and statistical information using a computer terminal.

Operate modern office machines and equipment including adding machines, word processors, computers, typewriters, printers, copiers, 10 key calculators and FAX machines; routinely use a full range of spreadsheet computer software applications.

Reconcile travel per diems; prepare and track documentation for tuition reimbursement to employees.

Process purchase orders; sort, audit, match and distribute invoices and monthly statements from vendors and service providers; compare invoice to purchase order; verify extensions, quantity received and freight charges; process for proper approvals for payment; take proper discounts; confer with vendors as necessary; prepare payments for mailing.

Serve as cashier; receive cash by mail, in person or electronic transfer; record receipts; reconcile and post receipts to specified accounts; prepare deposits; participate in the collection of delinquent accounts; assist in the processing of tax payments.

Perform general clerical support for staff as assigned.

Prepare invoices and purchase orders for payment.

May participate in the training of various departments in the use of accounting programs.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental policies and procedures.

Laws, rules, regulations and procedure applicable to assigned position.

Terms and acronyms commonly used in assigned function.

Automated financial management systems utilized by the County.

Microsoft Office Suite products

Ability to:

Understand the organization and operation of the County and outside agencies necessary to assume assigned responsibilities.

Interpret and apply pertinent laws, codes and regulations including administrative and departmental policies and procedures.

Respond to requests and inquiries from the public and County personnel related to the policies and procedures of assigned function.

Review the work of support staff.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Accounting and bookkeeping methods, practices, principles and procedures, and their application to a variety of accounting transactions.

Cash handling and banking procedures.

Modern office methods, procedures and equipment including computer equipment.

Automated financial management systems.

Principles and techniques used in dealing with the public.

Skill to:

Operate 10 key calculator by touch.

Operate modern office equipment including computer equipment.

Type and enter data at a speed necessary for successful job performance.

Ability to:

Perform the technical and clerical accounting work including establishing and maintaining a full range of financial records and files.

Read, interpret and apply policies, procedures and instructions.

Accurately tabulate, record, balance and audit assigned transactions.

Handle multiple concurrent projects and manage priorities and tasks to meet schedules and timelines.

Maintain confidentiality of sensitive information and data.

Communicate clearly and concisely, both verbally and in writing.

Create and maintain computer spreadsheet applications.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS (*Essential duties require the following physical skills and work environment.*)

Ability to work in a standard office environment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.