

Jurisdictional Class: Competitive; Non-Competitive when Part Time in School Districts
Adopted: May 27, 1969
Revised: April 23, 2010

ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is primarily routine clerical work involving the application of standardized account keeping practices in maintaining and reviewing financial accounts and records. Work is performed under general supervision on standard assignments and in accordance with well defined procedures. Supervision is available for consultation on unusual problems and for instructions on all new or difficult assignments. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Posts to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records, and other original entry media and verifies all data entered;

Reviews a variety of documents such as claim forms, vouchers, bills, and purchase orders to determine eligibility for payment, or to verify accuracy of payment made, according to defined procedures and policies;

Receives remittance by mail or in person, verifies amount, computes interest and penalties, and posts to book of original entry;

Assists in maintaining labor, material and operational cost records;

Assists in verifying and reconciling account balances according to a prescribed procedure;

Assists in the review of routine account keeping records and reports for arithmetical and clerical accuracy, completeness, and proper extension;

Classifies constantly recurring receipts and expenditures and distributes costs according to a prescribed code;

Compiles data for and helps in the preparation of simple financial and statistical reports;

Produces data needed for state and federal reimbursement claims;

Understands and completes financial and billing processes necessary to assist with reimbursement;

Issues receipts for monies received;

Sorts, indexes and files requisitions, vouchers, ledger cards and other material;

Compiles payroll data, and prepares and checks payrolls;

Receives, balances, and audits payroll time records;

Operates computing, calculating, copying, check writing, and other office machines;

Participates in teams addressing work improvement projects.

Account Clerk

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of modern methods of keeping and reviewing financial accounts and records;

Working knowledge of office terminology, procedures and equipment;

Working knowledge of business arithmetic and English;

Ability to make arithmetic computations accurately and rapidly;

Ability to communicate effectively both verbally and in writing;

Ability to understand and follow oral and written instructions;

Ability to analyze and organize data and prepare records and reports;

Ability to write legibly;

Ability to get along well with others;

Clerical aptitude;

Accuracy.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma which shall have included at least two courses (high school or beyond) in accounting, math, and/or finances.

NOTE: One (1) year of experience in maintaining financial accounts and accounting records may be substituted for courses in accounting, math, and/or finances.