

ACCOUNT CLERK I

Definition:

Under direct supervision performs account clerk work of limited difficulty in the preparation, checking and maintenance of accounting/financial records, supporting documents and financial and statistical reports; performs a variety of general clerical duties and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Assembles, matches, sorts, tabulates, checks and files financial and other data.

Keeps simple financial records and processes documents involved in financial transactions.

Processes and clears requisitions for payment and verifies charges and accounts against which charges will be made.

Posts, balances and adjusts various accounts and maintains a variety of financial and statistical data.

Prepares summaries of monthly purchases by account number.

Balances daily receipts and prepares required reports.

Receives payments, issues receipts and prepares bank deposits.

Processes, matches and files purchase orders.

Makes mathematical calculations.

Receives and routes mail.

Answers telephone and in-person requests for information.

Operates standard office machines.

Operates a computer and uses applicable software programs to process data.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Distributes checks.

Lifts and moves boxes of office files weighing 30 pounds or less.

Class Characteristics:

Account Clerk I is a multi-incumbent class with account clerk duties of limited difficulty. Incumbents work under close supervision, performing duties according to established procedures. As assigned responsibilities increase with experience, an Account Clerk I may be reassigned to the class of Account Clerk II. However, a position which continues to be assigned only basic/routine account clerk tasks will remain classified as an Account Clerk I.

Contacts and Relationships:

An Account Clerk I has the majority of their interaction within the assigned department although additional contact will occur with the public, staff in other City departments and vendors.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Business math.

General office practices and procedures.

Basic methods and practices of financial recordkeeping and filing.

AND

Ability to:

Maintain accurate financial and statistical records.

Learn applicable policies, rules and practices.

Communicate effectively orally.

Understand and carry out oral and written instructions.

Read and write at the level required for successful job performance.

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

Learn to operate a personal computer and use applicable software programs.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Graduation from high school.

AND

Experience:

One year of clerical work to include some financial or statistical recordkeeping experience.

Special Requirements:

Must be able to work a flexible schedule to accommodate City needs.

Type accurately at the speed which permits successful job performance.

Operate adding and calculating equipment with accuracy.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and requires sitting for prolonged periods of time using a computer keyboard and screen. An incumbent stands, walks, and may twist, reach, bend, crouch and kneel. An Account Clerk I may also grasp, push, pull, drag and lift boxes of files and other office items weighing 30 pounds or less. An incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

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