

ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is routine clerical work involving application of standardized account-keeping practices in maintaining and checking financial accounts and records. An employee in this class usually works under direct supervision on standard routine assignments in accordance with detailed procedures with supervisors being available for consultation on unusual problems and for giving detailed instructions on new assignments. Work is reviewed by immediate observation, by checking completed work, by periodic or spot checks, by cross-checking and by other steps in the account-keeping process. Does related work as required.

TYPICAL WORK ACTIVITIES:

Posts to a variety of accounts money received and disbursed;
Audits bills, payrolls and other financial records;
Makes out checks and keeps records of checks issued;
Receives and deposits funds in various accounts and issues receipts for funds received;
Balances accounts and prepares summary statements of ledger balances;
Computes electric and water bills and posts to customers' cards;
Compiles payroll data and prepares and checks payrolls;
Compiles and prepares data for simple financial and statistical reports;
Classifies constantly recurring receipts and expenditures and distributes costs according to a prescribed code;
Assists treasurer of municipality in keeping and preparing a variety of records and reports;
Sorts, indexes and files requisitions, vouchers, ledger cards, correspondence and other materials;
Operates calculator and other office machines;
Answers telephone and provides information on routine matters;
May perform routine keyboarding functions including typing of documents, cards and data entry, using a typewriter or computer.
Orders supplies and equipment in accordance with established departmental procedures;
Maintains simple inventories of supplies and/or equipment;
Receives purchased items and assures proper delivery, quality, quantity and price;
Answers questions and gives out information concerning invoices, vouchers, payments, etc.;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Some knowledge of modern methods of keeping and checking financial accounts and records; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to understand and carry out oral and written directions; ability to make arithmetic computations rapidly and accurately; ability to write legibly; clerical aptitude; ability to use a typewriter and computer keyboard; mental alertness; good judgment; a high degree of accuracy; integrity; physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- A. Successful completion of 30 semester credit hours of college or business school with a concentration in account keeping and one (1) year of office clerical experience; OR
- B. One (1) year of office clerical experience which shall have involved the maintenance or auditing of financial accounts or records.