

ACCOUNT CLERK

Definition

Under direction, to perform difficult and responsible clerical work in processing and maintaining financial records; to audit, disburse and account for payables; to audit, collect and account for receivables; to do related work as required.

Examples of Duties

Accepts invoices from the public by mail or in person; prepares accounting related documents; examines and audits documents; prepares source documents; maintains accounts payable control and files; reconciles vendor statements; operates a computer in a variety of City applications; enters accounting data into on-line financial system; works closely with employees of other departments on accounts payable issues; accepts money at the public counter or by mail and issues receipts; sorts and counts cash and checks reports; prepares bank deposit slips; prepares and issues business and dog licenses and maintains files of licenses and applicants; prepares and issues annual renewal notices; prepares monthly billings for City services, rentals and contracts; maintains payment records; maintains revolving fund and petty cash fund and balances accounts; answers inquiries and complaints on a variety of subjects and directs citizens to other City and State agencies; maintains files.

Employment Standards

Education and Experience

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Any combination equivalent to graduation from high school and two years of experience in maintaining financial records, including accounts payable and payroll required.

Knowledge and Abilities

Knowledge of: Clerical and financial recordkeeping procedures; knowledge of office practices and procedures; ability to establish and maintain adequate records and procedures; knowledge of accounts payable and accounts receivable; ability to operate a variety of standard office machines, including calculator, typewriter, microfilm

equipment and computer; skill in the accurate use of figures; ability to prepare financial reports; ability to establish and maintain effective working relationships with others; ability to prioritize work as changing needs dictate; ability to receive and account for cash. Account Clerk in the Revenue Division will be required to type 35 net words per minute.