

CITY OF TAFT

CLASS TITLE: ACCOUNT CLERK I/II

Salary Range 23.1 / 27.1

Level I - \$1111 -\$1350 Bi-weekly

Level II- \$1228-\$1492 Bi-weekly

BASIC FUNCTION:

Under general supervision, this position performs a variety of accounting, clerical, bookkeeping and administrative work in accounts payable, accounts receivable, payroll, and general administration including the preparing, keeping or checking financial or statistical records and performs a variety of related work depending on area of assignment. Some positions may be assigned to work in the Correctional Facility.

The Account Clerk I, is the entry-level class and performs routine clerical accounting duties in accordance with specific instructions and clearly established guidelines. The Account Clerk II, is the journey-level in the Account Clerk series. Judgment and initiative are required in making decisions in accordance with established procedures. Progression from Level 1 to Level 2 is not automatic, but is based upon the skill set of the incumbent and the needs of the department or area of assignment. Positions continuing to perform routine duties may be permanently allocated at the entry level.

REPORTS TO:

Finance Director or designee

SUPERVISES:

None

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

The following typical tasks and responsibilities are representative of the position's essential duties. They are descriptive, not limiting. Employees are expected to perform a variety of other duties as assigned:

- Receives and processes and codes invoices according to distribution in the general ledger; determines dates for invoices to be paid; enters invoices into computerized accounts payable system.
- Prepares or audits invoices and claims for payment by checking prices and extensions and computing or verifying discounts, and contacts vendors to resolve problems.
- Reviews invoices scheduled for payment and special check requests with supervisor.
- Prepares automated and manual warrants; prepares and routes for appropriate signature.
- Prints, verifies and maintains accounts payable, voucher reports, open/aging reports, disbursement reports, and journals.
- Receives and answers phone calls from vendors or other departments regarding payment status of invoices.
- Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

- Prepares claims for administrative or governing body approval.
- Makes arithmetical calculations and gathers, prepares, tabulates, checks, and proofreads financial or statistical data.
- Prepares periodic financial, statistical or operational reports as assigned.
- Assigns established codes for further processing or entry into data processing using standardized procedures and format.
- Posts, checks, balances, and adjusts accounts and ledgers.
- Insures grant allocations conform to law and policy and completes forms required to process and record grants.
- Assists the public, collecting and receipting for cash and issue receipts.
- Maintains time and payroll records.
- Sets up workers compensation, general liability and medical malpractice files.
- Prepares workers' compensation payroll and makes bank deposits to assigned accounts and prepares yearly bank reconciliation report on workers' compensation trust account.
- Maintains a daily cash balance; balances cash on hand against receipts; prepares and balances deposits; examines receipts for accuracy and completeness.
- Prepares billing for sewer and refuse accounts. Verifies past-due accounts and prepares for collection.
- Processes business license billings, routes to appropriate departments for approval; prepares annual renewal of business license accounts.
- Compiles payroll data such as hours worked, taxes, insurance, and union dues to be withheld, and employee identification number, from time sheets and other records.
- Prepares computer input forms, enters data into computer files, or computes wages and deductions and posts to payroll records.
- Reviews wages computed and corrects errors to ensure accuracy of payroll.
- Records changes affecting net wages such as exemptions, insurance coverage, and various payroll deductions for each employee to update master payroll records.
- Prorates expenses to be debited or credited to each department for cost accounting records.
- Keeps records of leave pay and nontaxable wages.
- Prepares and issues paychecks and assists in reconciling general ledger to various payroll reports.
- Provides clerical support to other finance staff as required and serves as a back-up to related accounting positions.
- Maintains confidential information in accordance with legal standards and/or City regulations.

- Operates a vehicle to run errands such as mail and bank deposits.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Modern office methods, practices, equipment, and terminology.
- Accounting principles and practices.
- Principles and practices of bookkeeping and financial and statistical clerical work.
- Proper English usage and spelling.
- Basic Arithmetic.

Ability to:

- Perform financial or statistical clerical work of average difficulty under supervision.
- Perform cashier duties accurately and to effectively meet and deal with the public.
- Prepare financial reports and maintain journals, ledgers, and complex file system.
- Follow oral and written directions.
- Make arithmetical computations rapidly and accurately.
- Communicate effectively orally and in writing.
- Work with and control sensitive and confidential information.
- Operate a personal computer, financial and word processing software, and other office equipment.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Analyze data, interpret directions, procedures and regulations, and develop appropriate responses.
- Perform job duties under stressful conditions.
- Respond appropriately to situations.

DESIRED MINIMUM QUALIFICATIONS:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way would be:

Account Clerk I

Graduation from a high school or GED equivalent; and

Two (2) years of increasingly responsible office support work experience, preferably including background in maintaining financial and statistical reports. College or Business School course work in accounting or bookkeeping

may substitute for the required experience on a year for year basis.

Account Clerk II

Graduation from a high school or GED equivalent; and

Two (2) years of experience performing duties and responsibilities equivalent to those of an Account Clerk I.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

TOOLS AND EQUIPMENT USED

Desktop computers and software including word processing and spreadsheet applications; calculator; phone; and copy and fax machine; postage machine; and 10-key calculator.

PHYSICAL DEMANDS

Work is performed mostly in office settings. Hand-eye-coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to ginger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.