

ACCOUNT CLERK III

Definition:

Under general supervision performs difficult and technical account clerk work in the preparation and maintenance of accounting, budgetary and fiscal reports 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:

Operates a personal computer, applicable software and standard office machines and equipment to produce and/or process a variety of materials, enter and retrieve a variety of data and produce reports.

Verifies data and generates bills from City departments for damage to City property and related charges, citations, City services and related matters and prepares quarterly collection reports.

Audits open accounts for payments and sets up monthly payment promissory note agreements as needed.

Assigns and maintains reimbursement project numbers for departments/divisions as assigned.

Analyzes and makes or recommends appropriate fund transfers for incorrect posting to fund balances.

Prepares payroll deductions for employee insurance, balances amounts to the appropriate statements and reviews a variety of payroll related data for completeness and accuracy.

Analyzes, verifies and updates all employee benefit insurance plans.

Verifies and generates Fire Department annual permits.

Inputs accounts receivable cash receipts and prepares related statements.

Establishes and maintains subsidiary fund accounts and reconciles same to the general ledger.

Performs a variety of duties involved in the accounting function related to special grants and contracts.

Prepares the City payroll for processing on a back-up basis.

Posts, assembles, tabulates and compares financial data and designs and utilizes a variety of forms.

Prepares letters and correspondence and performs a variety of typing and filing.

Makes mathematical calculations.

Provides a wide variety of information to City staff and the public.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Lifts and carries boxes of files weighing 30 pounds or less.

Class Characteristics:

Account Clerk III is a single incumbent class within the Administrative Services Department. The incumbent is responsible for the billing/statements/payment process on behalf of City departments to outside agencies and the public and performs payroll duties as may be assigned.

Contacts and Relationships:

An Account Clerk III establishes and maintains contact with Administrative Services Department staff and a variety of staff in other City departments and has frequent interaction with the public, local businesses and/or their representatives regarding bills issued by the City. Other contact will occur with a variety of individuals regarding payroll matters.

Qualification Guidelines:

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

Knowledge of:

English usage, spelling, grammar and punctuation.

Business math.

Computer applications as they relate to area assigned.

General office practices and procedures.

Methods, practices and terminology used in bookkeeping, financial recordkeeping and report preparation.

Telephone and customer service techniques.

Billing systems and procedures.

AND

Ability to:

Perform a variety of difficult and complex financial and statistical recordkeeping/bookkeeping work involving the use of independent judgment, accuracy and speed.

Perform general clerical work.

Make mathematical calculations with accuracy and speed.

Maintain accurate and interrelated financial records and identify and reconcile errors.

Operate standard office machines.

Communicate effectively orally and in writing.

Understand and carry out oral and written instructions.

Work under minimal supervision.

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

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

Assemble data and prepare clear and accurate financial statements and reports.

Operate a personal computer, use applicable software programs and input data accurately.

Meet the public with courtesy and tact.

Maintain computerized and manual files and records.

Apply rules, regulations and policies applicable to the payroll and billing systems.

Maintain the confidentiality of sensitive payroll/employee data.

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

Education: Graduation from high school.

AND

Experience: Two years of experience at the Account Clerk II level or equivalent.

Special Requirements:

Type accurately at the speed which permits successful job performance.

Operate adding and calculating equipment with speed and accuracy.

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

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. The incumbent stands, walks, and may twist, reach, bend, crouch and kneel. The Account Clerk III 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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