



CLASSIFICATION NO. 032

Established: 2/80

Revised: 5/88, 6/92

FLSA: Non-exempt

EEO: 6

ACCOUNTING CLERK

CLASS CHARACTERISTICS

Under supervision, to prepare, check and maintain routine accounting records and supporting documents; to perform a variety of general clerical accounting and office support duties; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Accounting Clerk performs routine clerical accounting and office support duties to process and maintain accounting documents and files in accordance with established procedures and specific instructions.

The Accounting Clerk differs from the paraprofessional Accounting Specialist 1 which processes, balances, reconciles and adjusts accounts and prepares routine account summaries and reports. It also differs from general clerical classifications due to the emphasis on the processing, production and maintenance of fiscal, financial and statistical records.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Reviews payments and receipts for accuracy and conformity to County procedures; calculates and posts amounts from approved documents; refers discrepancies to higher level staff.
2. Prepares and processes purchase orders, bank deposit slips, travel requests, time sheets and other documents; verifies, codes and enters data into an automated financial system.
3. Receives and receipts various payments; disburses petty cash funds; balances cash drawer.
4. Receives, distributes and files correspondence, forms, invoices, receipts and reports; groups' documents for processing; sorts' documents in alphabetical and numerical order.
5. Performs various routine office support work and clerical tasks using standard office machines, equipment, forms and documents.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Basic math; office methods and procedures; basic methods and practices of financial recordkeeping.

Some knowledge of: Basic accounting and bookkeeping systems, procedures and techniques; financial terminology; basic financial information systems and spreadsheet software.

Skill to: Process financial documents according to appropriate procedures; accurately count, record and balance transactions; perform arithmetic calculations and enter data with speed and accuracy; operate a calculator, computer terminal, typewriter and other office equipment; establish and maintain effective working relationships with County employees; communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: None required.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Positions within the County's Criminal Justice agencies must successfully pass an extensive background investigation which may include national fingerprint records check; Some positions within Non-Criminal Justice agencies must successfully pass a criminal history check which may include national or state fingerprint records check.

All positions within the County's Criminal Justice agencies must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

OTHER INFORMATION

Incumbents in the Accounting Clerk classification may be promoted to open positions in the Accounting Specialist 1 classification.

Possession of the required knowledge, skills and abilities at the higher level must be documented in an approved promotional evaluation.