



May 2007
FLSA: NON-EXEMPT

ACCOUNTCLERK I/II

DEFINITION

Under direct or general supervision, assists other finance personnel in performing a wide variety of responsible clerical and technical accounting duties in the preparation, maintenance, and processing of accounting records and financial transactions, including accounts payable and accounts receivable; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Assistant Director of Finance. No direct supervision of staff is exercised. May exercise technical and functional direction over and provide training to less experienced staff.

CLASS CHARACTERISTICS

Account Clerk I: This is the entry-level class in the Account Clerk series. Initially, under direct supervision, incumbents perform work in accounts receivable and/or accounts payable, in addition to performing a variety of record keeping, reconciliation, front counter, and utility billing support activities. As knowledge and experience are gained, the work becomes broader in scope and assignments are more varied and are performed under more general supervision. This class is alternately staffed with the Account Clerk II and incumbents may advance to the higher-level class after gaining the knowledge, skills, and experience that meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

Account Clerk II: This is the journey-level class in the Account Clerk series. Incumbents are cross-trained to perform the full range of technical work in all of the following areas: accounts receivable, accounts payable, financial record keeping, reconciliation, front counter, and billing support activities. This class is distinguished from Accounting Technician in that the latter is a higher-level class in the series and performs more complex technical accounting support duties.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Maintains the daily financial records on utility accounts, including receiving utility payments, performing data entry, maintaining receipt records according to prescribed guidelines, printing and auditing reports, entering field data, preparing and balancing invoices, preparing deposits, and preparing work orders.

- Issues business licenses and processes renewals, including batching receipts for incoming renewals, assessing penalties and late fees, and recording new license numbers.
- Assists other finance personnel in performing a variety of technical accounting duties in the preparation, maintenance, and processing of accounting records and financial transactions, including accounts payable, accounts receivable, billing functions, and business licenses.
- Verifies, posts, and records a variety of financial transactions; prepares and maintains spreadsheets, records a variety of periodic and special financial, and accounting reports.
- Enters and retrieves information using standard word processing and spreadsheet software.
- Reconciles transactions and data as directed; records changes and resolves differences, maintains the accuracy of basic accounting and financial records related to the assigned functional area; handles cash transactions.
- Prepares receipts for utility, business and dog licenses, insurance payments, and other accounts receivable.
- Assists customers, departments, and employees by providing answers and information regarding specific account information, discrepancies and/or basic accounting procedures; updates related files and departments on action items.
- Generates and assists in the preparation of monthly, quarterly, and year-end financial, summary, and technical reports, as directed.
- Performs general office support duties, such as filing and record keeping, preparing correspondences, and sorting and posting mail.
- Assists professional accounting staff with special projects as assigned.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Terminology and practices of financial and accounting document processing and record keeping, including accounts payable, accounts receivable, utility billing, purchasing, and business licensing.
- Business arithmetic and statistical techniques.
- Records management principles and practices.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to the public and Town staff, in person and over the telephone.

Ability to:

- Perform detailed accounting and financial office support work accurately and in a timely manner.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret, apply, and explain policies and procedures.
- Compose correspondence and reports independently or from brief instructions.
- Establish, maintain, and research files.
- Make accurate arithmetic and financial computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone and in writing.

- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Account Clerk I/II: Equivalent to the completion of the twelfth (12th) grade.

Account Clerk I: One year of responsible clerical experience.

Account Clerk II: In addition to the above, one (1) year of experience in processing financial documents, maintaining financial or accounting records, or billing and collections, equivalent to that of Account Clerk I at the Town of Apple Valley.

License:

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.