

## ACCOUNT CLERK III

### DEFINITION

To perform the most difficult and complex clerical accounting, financial and statistical recordkeeping work; to perform work requiring specialized accounting knowledge, abilities, skills and experience; and may provide technical and functional supervision of Account Clerks and other clerical personnel.

### DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Account Clerk series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series requiring specialized knowledge, abilities, skills and experience and may provide technical and functional lead supervision over Account Clerk classes. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel.

Exercises technical and functional supervision over Account Clerk I, II and clerical positions.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform and/or supervise the maintenance of journals and subsidiary ledgers, general ledgers, tax billing, accounts receivable and payable and similar accounting records, requiring specialized technical, functional or programmatic knowledge.

Personally perform the most technical, complex clerical recordkeeping transactions and may supervise other personnel providing supporting bookkeeping or recordkeeping work. Prepare and maintain computerized financial spreadsheets on a personal computer for ledgers, trusts and statistical records; prepare reports from spreadsheets summarizing information and financial records.

Assist in the interpretation of County, State and Federal regulations concerning financial and statistical transactions and reports; prepare financial and statistical reports for submission to State and Federal agencies.

Prepare periodic statements and analyses of statistical and financial records related to area of assignment.

Conduct accounting and statistical studies and compute cost and revenue estimates. Classify and post expenditures, revenues, or authorizations to the appropriate budgetary or ledger accounts; maintain records of postings; and reconcile to financial reports.

Keep ledger accounts and collection accounts, balance accounts; review, identify and correct irregularities.

Receive financial or statistical documents; screen for accuracy and adherence to legal and procedural requirements; carry out proper steps to ensure or authorize payments; deliver documents, post to records, check and balance totals.

Make computations and changes to financial and statistical data, apply standard formulas or predetermined guides; assemble financial and statistical data from a variety of sources and prepare or assist in preparing financial and statistical reports.

Contact other governmental agencies, private agencies and County employees to obtain information for and clarify financial or statistical records and transactions.

Prepare complex financial or statistical reports and summaries independently; recommend improvements in financial recordkeeping procedures and systems. Prepare budget estimates; prepare trial balances, recapitulations, balance sheets and complex statistical and financial reports.

Meet with the public to obtain data, interpret information and answer questions; prepare correspondence to answer questions, request information or provide explanations.

Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of bookkeeping and statistical recordkeeping.

Common word processing and spreadsheet software used on a personal computer.

Modern office practices and procedures.

Arithmetic calculations related to statistical recordkeeping.

Laws, ordinances, rules and regulations affecting accounting and assigned areas of responsibility within Golden Sierra Job Training Agency & WIA.

Principles and techniques of supervision and training.

Ability to:

On a continuous basis, sit at desk and/or stand at counter for long periods of time.

Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift light weight.

Intermittently, review documents related to Department operations; observe, identify and problem-solve office operations and procedures; understand, interpret and explain Department policies and procedures; explain operations and problem solve office issues for the public and with staff.

Plan, assign, review and coordinate the work of others.

Perform complex and varied statistical and financial recordkeeping, requiring specialized technical, functional or programmatic knowledge.

Prepare complex financial reports and statements in accordance with predetermined requirements.

Operate a 10-key adding machine by touch.

Review financial or statistical documents; screen for accuracy and adherence to legal and procedural requirements; carry out proper steps to ensure or authorize payments and delivery, post to records, check and balance totals.

Apply accounting, financial and statistical recordkeeping principles to the maintenance of statistical, accounting, financial and payroll transactions.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Two years of responsible journey level experience performing duties similar to an Account Clerk II with Golden Sierra Job Training Agency.

Training:

Equivalent to the completion of the twelfth grade. Additional specialized training in bookkeeping, accounting or a related field is desirable.

License or Certificate:

May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.