

GOLDEN SIERRA JOB TRAINING AGENCY

ACCOUNT CLERK I ACCOUNT CLERK II

DEFINITION

To perform a wide variety of financial and accounting clerical duties including accounts payable, accounts receivable and purchasing; and to maintain related records.

DISTINGUISHING CHARACTERISTICS

Account Clerk I - This is the entry-level class in the Account Clerk series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. This class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Account Clerk II - This is the journey level class within the Account Clerk series and has the ability to perform the full range of duties assigned, with only occasional instruction or assistance as unique situations arise. Incumbents receive general supervision from an assigned supervisor. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Account Clerk I

Receives immediate supervision from an assigned supervisor.

Account Clerk II

Receives general supervision from an assigned supervisor.

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

Perform financial and accounting clerical duties including accounts payable, accounts receivable and purchasing functions; provide a variety of financial, accounting and auditing clerical duties in the preparation, maintenance and processing of accounting records and financial transactions.

Balance accounts on a regular basis; receive checks by mail and process and balance accordingly; record or post information, data or figures.

Maintain a variety of manual and automated records; maintain accounting and financial records; verify accounts receivable; review and reconcile bank statements; make bank deposits.

Receive reports and other requests for payment with purchase order or contract documents; reconcile and prepare payment requests for non-purchase order expenditures.

May post and maintain information on Agency intranet and/or internet website pages; research and assemble information from a variety of sources for the completion of forms or the preparation of reports.

Maintain assigned checking accounts and imprest accounts.

May process time records, payroll and related records; classify and post expenditures to budget sheets; reconcile monthly.

Review and reconcile accounting reports, computer output and related data; provide information to the public or to Agency staff that may require the use of judgment and interpretation of various Agency policies, rules or procedures; ensure proper authorization and compliance with Agency policies and procedures.

Make mathematical calculations; provide information to vendors regarding invoices and purchase orders.

Operate standard and specialized office equipment including computer equipment; enter and retrieve data from an on-line or personal computer system and use such technology to produce reports.

Perform a variety of general administrative office support duties such as typing, proofreading, filing, and answering the telephone; prepare correspondence to vendors and Agency personnel.

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Account Clerk I

Knowledge of:

Methods, practices, and terminology used in financial and accounting clerical work, including research methods.

Basic arithmetic including addition, subtraction, multiplication, and division of whole numbers; decimals, fractions, and percentages.

Modern office procedures, methods and computer equipment and software applications.

English usage spelling, grammar, and punctuation.

Ability to:

Learn the organization, procedures and operating details of the Agency.

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 or carry weight of 10 pounds or less.

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

Learn to perform routine financial/accounting record-keeping duties, manually and through computer data-based systems.

Perform routine arithmetical calculations, including decimals and percentages.

Use a 10-key accounting device; type at a speed necessary for successful job performance.

Read and understand correspondence and procedures.

Communicate clearly and concisely, both orally and in writing.

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

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 knowledge and abilities would be:

Experience:

Some accounting clerical experience is desirable.

Training:

Equivalent to completion of the twelfth grade.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license. Proof of adequate insurance and medical clearance may also be required.

Account Clerk II

In addition to the qualifications for the Administrative Clerk I:

Knowledge of:

Organization, procedures and operating details of the Agency.

Ability to:

Work independently with limited supervision.

Experience and Training

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

Experience:

Two years of responsible experience performing duties similar to an Account Clerk I with the Golden Sierra Job Training Agency.

Training:

Equivalent to completion of the twelfth grade.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license. Proof of adequate insurance and medical clearance may also be required.