

ACCOUNTING CLERK II

Class Code: 022

Range: E/12

Definition: Under general supervision, perform a variety of clerical accounting, billing and/or financial record keeping duties.

Distinguishing Features: This is a journey level position in the accounting clerk series. Positions at this level are distinguished from higher level classifications in this series by performing more general accounting, bookkeeping and/or billing functions. Work usually fits an established structure or pattern. Exceptions in procedures are clarified and approved by others when they arise. Work involves interpretation of policies, procedures and guideline and requires accuracy and attention to detail. Incumbents usually exercise less independent discretion and judgment in matters related to work procedures and methods than incumbents in higher level positions. No supervision exercised.

Examples Of Essential Position Duties

The following duties represent the principal duties, however, they are not all-inclusive. Other duties may be required and assigned.

- C Perform various accounting clerical tasks; compile data, prepare, proof, and process payroll, quarterly statements, billings, journals, permits, reports, forms, warrants, claims, authorizations/distributions, spreadsheets and/or related materials.
- C Prepare and audit forms for accuracy and completeness.
- C Receive monies and prepare deposits; post, check, balance and adjust accounts; distribute costs and materials to appropriate accounts; process refunds for overpayments; reconcile bank statements and assist with budget preparation.
- C Enter and retrieve data from computer files and review computer printouts for accuracy; organize and maintain computerized database.
- C Answer telephones to answer inquiries and/or refer to appropriate personnel.; assists public, employees, other departments and outside agencies in person and by telephone.
- C Allocate monies on to ledgers in compliance with county, state or federal regulations.
- C Prepare claim forms for reimbursement; may interview clients to gather account information and/or verify eligibility.
- C Prepares and types correspondence; processes refunds and other corrections according to established procedures.

Auxiliary Duties:

The following duties represent duties that are generally performed by this position, but are not considered the principal job duties.

- c Provide back up to other staff; performs other duties and responsibilities as assigned.

Qualifications

Minimum Qualifications: A combination of education and experience equivalent to the completion of the twelfth grade supplemented by accounting, bookkeeping or financial courses. One year of accounting experience, preferably with an automated financial system. Customer service experience also preferred.

Knowledge, Skills and Abilities: Requires a knowledge of accounting and financial principles and practices and terminologies; payroll and withholding tax laws and regulations; auditing techniques; laws and regulations related to billing; cash handling and control procedures; requirements, laws, ordinances, terms, procedures, and practices as applied in the assigned program/department; computerized financial and/or billing systems. Ability to prepare data processing reports; establish and maintain cooperative working relationships with those contacted in the course of work; compile, organize, prepare and maintain an assortment of records, reports and information in an effective manner and according to departmental and/or governmental regulations; post and make arithmetical computations rapidly and accurately.

Special Requirements: *Performance of the essential duties of this position include the following physical demands and/or working conditions:*

Ability to work in a standard office environment; requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; may require some moderate lifting, bending, reaching, kneeling and some climbing requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as typing, filing, data entry, and/or use of calculators, ten-key adding machine, or other office equipment or supplies.