

ACCOUNT CLERK

GENERAL STATEMENT OF DUTIES: Performs a variety of clerical tasks in keeping financial accounts and records; may also be required to receive payments; performs account keeping, auditing, some cashiering or related bookkeeping tasks; assignments are recurring in nature, but employees are expected to exercise a certain degree of judgment; work is performed under general supervision; performs related work as required.

STATEMENT OF TASKS:

Maintains general and subsidiary records and ledgers according to established account classifications, posting entries from supporting records, adjusting entries, balancing against other records and preparing reports from such records;
Posts daily cash receipts to the General Journal and makes out all necessary reports;
Answers telephone and gives general information in response to public or official inquiries;
Prepares file maintenance;
Assists in the preparation of bi-weekly payroll;
Utilizes computers for data input, data retrieval and word processing functions;

MAY BE REQUIRED TO:

Act as cashier receiving sums of money;
Balance daily cash receipts and prepare bank deposits;
Type forms, financial statements and financial reports;
Perform specialized work involving legal property descriptions, taxes and/or assessments.

The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of clerical methods used in keeping fiscal accounts and records;
Knowledge of office terminology and equipment;
Knowledge of business mathematics and English;
Ability to understand and carry out complex oral and written directions;
Ability to maintain good interpersonal relationships;
Ability to perform rapid mathematical operations accurately;
Ability to type 30 net words per minute
Ability to operate a computer and associated software;
Ability to attend work regularly and work under stressful conditions.

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MINIMUM QUALIFICATIONS:

One (1) year of bookkeeping experience and ability to type 30 net w.p.m.



Human Resources Director

Date Revised: November 1, 1988
Date Established: May 1, 1975