

PRINCIPAL ACCOUNT CLERK

GENERAL STATEMENT OF DUTIES: Performs difficult and highly responsible clerical tasks in keeping financial accounts and records; establishes and maintains financial procedures; directs the work of lower level clerical staff; works under general supervision; performs related duties as required.

STATEMENT OF TASKS:

Directs bookkeeping work of lower level clerical staff;
Maintains general and subsidiary records according to established account classification;
Posts, adjusts and balances entries from supporting records;
Establishes, maintains and coordinates collections activities;
Prepares reports from financial records;
Reviews financial statements in accordance with prescribed standards;
Consults with other departments to establish interdepartmental procedures;
Utilizes computers for data input, data retrieval and word processing functions;
Furnishes information to the public and County departments on a variety of clerical and fiscal matters;
Reconciles check registers and bank accounts;
Provides status reports on collections activity;
Distributes collections to proper units of government;
Completes bookkeeping records up to trial balance.

The statement of tasks 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:

Thorough knowledge of clerical methods used in keeping fiscal accounts and records;
Thorough knowledge of the scope and purpose of the departmental program;
Thorough knowledge of business mathematics and English;
Ability to evaluate financial reports and make recommendations;
Ability to process "re-entries";
Ability to use a computer and related software;
Ability to plan ahead and direct the work assignments of clerical staff in a matter that promotes coordinated action and the completion of individual tasks according to established priorities;
Ability to evaluate and introduce new and/or updated methods;
Ability to communicate effectively;
Ability to assist and train lower level clerical staff with assigned duties;
Ability to maintain good interpersonal relationships;
Ability to attend work regularly and work under stressful conditions.

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MINIMUM QUALIFICATIONS:

Two (2) years experience as a Senior Account Clerk;

-OR-

Sixty semester hours AND two (2) years responsible clerical experience in a position requiring bookkeeping skills;

-OR-

Four (4) years responsible clerical experience in a position requiring bookkeeping skills.

Established: May 1, 1975

Revised: November 1, 1988

June 5, 2003


Human Resources Director