

SENIOR ACCOUNT CLERK

GENERAL STATEMENT OF DUTIES: Performs difficult and responsible clerical tasks in keeping accounts and records; may be required to receive payments; work involves account keeping, auditing, cashiering, payroll administration and related bookkeeping tasks; positions require a thorough familiarity with the scope and purpose of the departmental program, the interrelationships of the various County units and the applicable laws, ordinances and established procedures and policies governing the accounts maintained; assignments are varying in nature and employees are expected to exercise judgment and confidentiality; performs related duties as required.

STATEMENT OF TASKS:

Maintains general and subsidiary records and ledgers according to established account classifications, posting entries from supporting records, making adjusting entries, balancing against other records and preparing reports from such records;
Utilizes computers and related software such as spreadsheets, data bases and word processing programs;
Posts cash receipts to the General Journal and makes out all necessary reports;
Answers the telephone and gives general information in response to employees and the public on a variety of fiscal matters;
Prepares file maintenance;
Prepares the County payroll from information submitted by the departments;
Assists with payroll at the department level;
Reviews the work of Account Clerks for accuracy;
Assists in the preparation of departmental budgets and/or in the preparation of federal or State grants including mathematical calculations;
Verifies and enters details of transactions as they occur or in chronological order in cash or account journals from items such as invoices, checks and stubs, receipts and requisitions;
Summarizes details on separate ledgers, using adding machines and transfers data to general ledger.

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;
Good knowledge of office terminology and equipment;
Knowledge of the scope and purpose of the departmental program;
Ability to perform rapid mathematical operations rapidly and accurately;
Ability to understand and carry out complex oral and written directions;

Sr Account Clerk

Ability to pay attention to detail to avoid clerical errors;
Ability to use a computer at 30 net words per minute and related software;
Ability to work effectively with the public and other County employees;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Three (3) years of experience as an Account Clerk;

OR

Four (4) years of experience in a position requiring bookkeeping skills and the ability to utilize a computer at 30 w.p.m.

Established: May 1, 1975

Revised: November 1, 1988

Revised: May 10, 1999



Personnel Director