ACCOUNT CLERK I

Class Definition

Under close supervision, performs a limited range of routine bookkeeping and clerical assignments.

<u>Distinguishing Characteristics</u>

This is the entry level class of the Account Clerk series. Incumbents receive training and perform work involving processing various records and documents in an accounting system of moderate difficulty. Work is distinguished from the next higher class of Account Clerk II in that the latter performs varied technical and clerical duties at the journey level of classification.

Typical Tasks

Processes and posts payments received for current and delinquent secured and unsecured taxes, refuse disposal services, and licenses.

Processes and posts purchase orders, requisitions, and invoices to appropriate ledgers.

Calculates various fees, costs, and interests according to established procedures.

Maintains routine financial records such as departmental or divisional ledgers, journals, utility costs, and inventory logs.

Balances daily cash and/or petty cash from operational unit.

Maintains various files of relevant records for possible auditing and verification at a later date.

Acts as information source regarding fiscal operations of an operational unit and/or specific area of city accounting system.

Performs related work as requested.

Knowledge, Abilities, and Skills

Knowledge of business English, spelling, and arithmetic.

Some knowledge of modern office methods, practices, and terminology.

Some knowledge of the principles and practices of bookkeeping and accounting.

Ability to maintain basic financial records and to prepare routine financial reports and statements.

Ability to make arithmetical computations with speed and accuracy.

Ability to operate calculating machines and other standard office equipment.

Ability to deal courteously and effectively with fellow employees and the general public.

Ability to understand and follow oral and written directions.

Minimum Requirements

Education and training equivalent to completion of high school and some experience in typing or clerical work.

APPROVED Charman, Personnel Board

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