

ACCOUNT CLERK I

NATURE AND VARIETY OF WORK

This is dually allocated entry-level bookkeeping work in the maintenance of accounting and financial records within a conventional or automated system. Typically the work involves preparing financial and coding forms for disbursement/receivables, computer entry; maintaining internal logs and records, processing money, performing routine clerical duties for a bookkeeping unit; and responding to general inquiries. Work usually requires the operation of a calculator, video display terminal, typewriter, microfiche/ microfilm reader, cash register and hard copy printer. Work is performed under close supervision of and is reviewed for accuracy and timeliness.

EXAMPLES OF WORK

Learns to review accounting documents and coded forms such as invoices, purchase orders, time sheets, contract encumbrances, check/ reimbursement requests, tax records, benefits statements for completeness and accuracy.

Assists in coding/preparing/classifying accounting forms and documents for entry into an automated system.

Operates a video display terminal and computer printer.

Posts a variety of information to appropriate logs/cards/computer files.

Assists in receiving and disbursing money, preparing receipts, reconciling collections against receipts records, and/or making bank deposits/transmittals.

Tabulates and verifies financial records information.

Opens, sorts, and distributes incoming mail and routes copies of outgoing mail.

Types routine memos, checks, form letters and bookkeeping reports.

Screens and routes telephone calls, provides routine information and assistance to callers/visitors.

Assists in maintaining manual and computerized filing systems by adding, retrieving and purging data.

Willing and cooperatively performs tasks and duties which may not be specifically listed on the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge of data processing operations and procedures.

Some knowledge of basic bookkeeping principles and practices.

Some knowledge of business Math and English.

Some knowledge of modern office methods and procedures.

Skills in operating a calculator and cash register.

Ability to understand and follow simple oral/written instructions.

Ability to maintain routine logs and records and prepare/complete routine memos, letters and forms.

Ability to communicate effectively with co-workers and the general public.

MINIMUM QUALIFICATIONS

High school diploma or G.E.D certificate with course work in bookkeeping and general commercial subjects, plus six (6) months of experience performing bookkeeping and related clerical work. Any equivalent combination of relevant education, training and experience will also be accepted.

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