

## ACCOUNT CLERK II

NATURE AND VARIETY OF WORK

This is full performance level bookkeeping work in the maintenance of accounting and financial records within a conventional or automated system. Typically the work involves preparing work papers and other supporting documents for routine financial forms and reports, providing skilled clerical assistance to a bookkeeping unit, and posting to ledgers and fiscal documents. Work may also involve providing technical guidance to subordinate personnel. Work is performed independently under general supervision and reviewed for accuracy, completeness, timeliness and adherence to established procedures.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Prepare routine statistical/ accounting reports by compiling/ summarizing information from manual records/ computerized reports.

Prepares and processes data for payment of County obligations/ collection of County revenues.

Reviews/ verifies accounting documents and coded forms for completeness/ accuracy, researching and correcting all erroneous data before processing.

Codes/ prepares/ classifies documents and accounting forms for entry into automated system or forwarding for further action.

Operates a video display terminal (VDT/ computer printer in the entering/ deleting and modification of data.

May provide technical guidance to subordinates on simple routine tasks related to the operations of a single operating unit.

Makes determinations as to proper fees/ charges and dispositions of unidentified payments.

Posts financial information to journals and ledgers, maintains filing system of records.

Responds to inquiries/ requests for assistance from attorneys, employees, vendors and citizens regarding rules and procedures relating to area of responsibility.

Reconciles various records/ reports/ bank statements, correcting any discrepancies by searching associated files/ computerized reports.

Prepares/types letters, memoranda, check requests, cash transmittals, tax bills, invoices, and purchase requisitions/ orders as needed on request.

Willingly and cooperatively performs tasks and duties which may not be specifically listed on the class specifications or positions 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

Knowledge of data processing operations, procedures and coding requirements.

Knowledge of bookkeeping principles and practices.

Knowledge of business mathematics and English.

Knowledge of modern office methods and procedures.

Knowledge of a typewriter keyboard.

Skills in operating a video display terminal (VDT), computer printer, calculator and / or cash register.

Ability to understand detailed oral and written instructions.

Ability to resolve routine bookkeeping problems.

Ability to work independently.

Ability to communicate effectively, both orally and in writing, with co-workers, supervisors, and the general public.

Ability to apply general bookkeeping principles to the maintenance of financial records.

Ability to provide technical guidance in fundamentals of bookkeeping.

MINIMUM QUALIFICATIONS

Must have satisfactorily completed probationary period as Account Clerk I; or possess high school diploma or G.E.D certificate plus college level coursework in business mathematics bookkeeping or accounting, six (6) months of experience performing accounting/ bookkeeping functions with data processing applications. Any equivalent combination of relevant education, training and experience will also be accepted.

EXAMINATION

Applicants may be required to pass written, performance or other test.

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