

ACCOUNT CLERK III

NATURE AND VAREITY OF WORK

This is advanced, specialized bookkeeping work in the maintenance of accounting and financial records within a conventional or automated system. Work at this level may typically include lead responsibilities in carrying out complicated bookkeeping tasks within a specific accounting function. Work is performed under general supervision and is reviewed for accuracy, and adherence to established procedures, methods and accounting practices.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Maintains general and subsidiary records by posting entries, making/ adjusting journal entries, balancing against other records and preparing reports, utilizing automated systems.

Prepares/ processes payments according to established procedures, verifying data, posting account information, researching/ resolving discrepancies in technical information, entering information into computer, and/ or reconciling computer generated checks against back-up documents.

Maintains records of disbursements made to accounts and informs agencies/ supervisor of fund deficiencies.

Researches/ gathers data for supervisor/ accountants for use in preparation of various financial statements and reports.

Maintains and updates files of accounts.

Reconciles bank statements and MSA account analysis for non-automated bank accounts.

Leads subordinates on a variety of tasks related to the operations of a single operating unit.

Provides detailed information upon request on regulations, laws and codes.

Collects checks/ cash payments for various fees and taxes, prorates circuit breaker credits, researches duplicate payments, audits tax sale records, makes appropriate updates, checks invalid tapes, prepare dismissal notices and/or analyzes/ corrects computer records.

2313- Account Clerk III
Page 2

Prepares/ reconciles/ validates County-wide payroll and all related reports, journal entries and forms.

Analyzes and corrects bi-weekly Personnel System Interface/ Payroll System Output.

Monitors/ records financial and programmatic activities for federal/ state grant funds, assist in preparing required financial/ budgetary reports.

Prepares/ types a variety of forms, letters and reports.

Operates a computer terminal/ printer.

Willingly 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

Through knowledge of data processing operations, procedures and coding requirements.

Through knowledge of bookkeeping principles and practices.

Through knowledge of modern office methods and procedures.

Through knowledge of procedures/ tax codes and procedures/ grant procedures.

Through knowledge of County procurement/ accounting procedures/ tax codes and procedures/ grant procedures.

Through knowledge of the operation of calculating/ bookkeeping/ machines and computer terminals and printers.

Knowledge of typewriter keyboard.

Skill in identifying and solving complicated bookkeeping problems within an automated unit.

Ability to understand and follow complicated written and oral instructions.

Ability to independently apply advanced bookkeeping principles in the maintenance of financial accounts.

Ability to communicate effectively both orally and in writing.

Ability to lead/ coordinate the work of subordinates.

MINIMUM QUALIFICATION

Must have experience at the Account Clerk II level equal to the length of the probationary period; or, one (1) year of college coursework which included accounting, bookkeeping or financial management plus six (6) months of experience performing complex accounting/ bookkeeping functions with data processing applications. Any equivalent combination of relevant education, training and experiences will also be accepted.

EXAMINATION

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

CREATED: 3/82
REVISED: 10/87

