

ACCOUNT CLERK IV

NATURE AND VARIETY OF WORK

This is principal, specialized bookkeeping work in the maintenance of accounting and financial records within a conventional or automated system. Typically the work involves independent application of difficult and complicated bookkeeping/ accounting principles and procedures in a particular phase of the accounting process and may involve supervision of a small accounting unit within a County agency. Work at this level is characterized by considerable attention to detail, in-depth knowledge of a specialized accounting area, the preparation of financial reports on the status of accounts and/or technical guidance of lower level account clerks. Supervision is received from an Accounting Technician/ administrative professional who gives limited policy guidance and reviews work for adherence to established accounting procedures as it contributes to the effectiveness of unit operations.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Researches automated and manual files of accounts; accesses, inputs and corrects data errors. Prepares necessary financial documents to close down accounts.

Researches bankruptcy notices to reconcile real and personal property tax bills/ applicable fees.

Identifies delinquent tax accounts through research of automated files, prepares all necessary documents for collection enforcement and transmit files to Office of Law for further action.

Assists in the preparation/ maintenance of standard office procedures.

Prepares, maintains and controls operations of the accounts payable/receivable functions.

Assumes responsibilities for an accounting unit in the absence of the supervisor.

Assists an Accounting Technician/supervisor in establishing effective workload distribution and training new personnel within an accounting unit.

Recommends changes to operating procedures to ensure effective processing.

Plans, assigns and evaluates the work of subordinate personnel.

Monitors compliance with established accounting principles.

Verifies difficult, non routine transactions.

Prepares monthly/quarterly/annual financial reports on status of accounts.

Assists Considerable knowledge of computer inputs to effectively accomplished an accounting objective.

Interprets laws, rules, regulations, policies and procedures as they apply to functions of a particular agency or highly specialized accounting work.

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

Considerable knowledge of standard bookkeeping/accounting principles and the County's accounting methods and procedures.

Considerable knowledge of the County's procurement procedures/State and County Assessment Tax codes and procedures.

Considerable knowledge of the County's data processing systems as they affect the accounting functions.

Considerable knowledge of business mathematics and English.

Considerable knowledge of modern office methods and procedures.

Skills in making complicated mathematical computations and in identifying discrepancies.

Skills in identifying and solving complicated accounting problems within an automated accounting system.

Skills in operating calculating and bookkeeping/office machines and computer terminals and printers.

Ability to supervise and train subordinates.

Ability to communicate effectively both orally and in writing.

Ability to understand and follow complicated instructions and develop detailed work procedures appropriate to the objective desired.

MINIMUM QUALIFICATIONS

Must have experience at the Account Clerk III level equal to the length of the probationary period; or Associates of Arts degree in accounting or financial management; or two (2) years of experience performing accounting/bookkeeping function 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 tests.

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