

## ACCOUNT CLERK

### JOB DESCRIPTION

**Classification Responsibilities:** An Account Clerk is responsible for basic entry-level account maintenance, bookkeeping, and clerical accounting work. Duties may include: processing and/or verifying daily deposits; recording revenue to create monthly reports; processing and recording invoicing and refund documents; reconciling monthly statements; verifying and filing check runs; opening and distributing mail to appropriate areas (i.e., remittance information, vendor files, computer printouts, microfiche, reference material); organizing and maintaining accounting files (i.e., journal vouchers, refunds, store issue tickets, replacement checks, miscellaneous reference material, reports, etc.); and ordering new and replacement accounting forms. Other duties include: responding to general requests and inquiries (i.e., researching payment information, locating files and reports, etc.); performing simple arithmetic computations, posting data to records of original entry; checking forms for completeness and accuracy; and picking up or delivering accounting documents to or from, and/or verifying assets in other City offices; extracting data and completing research using ledgers, reports, and vendor files to compile information on closed projects; reviewing accounts payable documents to identify, photocopy, and file capital asset information. An Account Clerk also operates a personal computer and a variety of standard office machines and related equipment; distributes checks and reports; and prepares documents and forms for storage. This class performs related duties as required.

**Distinguishing Features:** An Account Clerk normally functions within a reasonably clear and well defined set of guidelines and procedures. As a result of this, incumbents are expected to independently handle day-to-day work assignments with only the unusual problems being referred to a supervisor. This class is supervised by an Accounting Specialist in Accounts Payable or Property Accounting, who reviews work through spot checks of work, conferences, and evaluation of results achieved. This class is FLSA nonexempt.

### QUALIFICATIONS

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from high school or GED. Good (1 - 3 years) experience involving clerical-level accounting or bookkeeping responsibilities.

**Special Requirements.** None

**Substance Abuse Testing.** None. *(Due to the safety and/or security sensitive nature of the assignment, individuals in this classification assigned to the Police Department shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures).*

**Preferred/Desirable Qualifications.** Experience with computer data entry is preferred.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with other City employees, vendors and management in order to route documents for proper signature, order forms, resolve check run/document problems, explain annual inventory procedures, and resolve property inventory discrepancies.

**Manual/Physical:** Reviews accounting forms to ensure compliance with standard operating procedures. Inspects and evaluates information to determine compliance with prescribed operating regulations, guidelines, etc. Operates a variety of standard office equipment (i.e., perforating machine and microfiche reader) to mark processed documents and to verify, label and file microfiche. Enters data or information into a personal computer in order to produce filing labels and lists. Prepares bundles of invoices or property inventory reports for distribution to Citywide Responsibility Centers. Updates established databases, worksheets, and reports. Sorts, files and distributes incoming mail and other material (i.e., remittance information, vendor files, computer printouts, microfiche, reference material and payment documents). Performs physical inventories of accounting forms. Moves files from one place to another using carts and boxes. Moves files and file boxes weighing up to 15 pounds for distances of up to 30 feet in order to organize and archive files. Cleans work area. Works at elevated levels of two feet while performing filing. Meets scheduling and attendance requirements.

**Mental:** Prioritizes own work (i.e., processing check runs, filing and mail distribution). Evaluates and identifies proper routing of incoming mail. Resolves procedural problems by researching and communicating with coworkers and other departments. Conducts research and analyzes payment information to properly process check runs and assists Accounts Payable, vendors and responsibility centers as requested. Comprehends and makes inferences from procedures and notes to properly complete assigned duties. Learns job-related material through on-the-job training regarding the City, Accounts Payable, and/or Property Accounting functions to understand all the documents used to generate payment, how to research information, and to complete work duties.

### **Knowledge/Skill/Abilities:**

Knowledge of:

clerical accounting and bookkeeping principles and practices;  
general office practices and procedures;  
general automated accounting system procedures; and  
basic mathematic principles.

Skill in the operation of general office equipment.

Ability to:

maintain a variety of accounting records and files;  
perform procedures in an organized and accurate manner;  
prepare, log, sort, process for payment, and file documents pertaining to accounting transactions;  
review documents and registers for internal consistency, completeness, clerical and mathematical accuracy, and conformance to procedures;

accurately count, record, and balance assigned transactions;  
make simple arithmetic calculations and balance and reconcile statements; and  
establish and maintain effective working relationships with management, coworkers, and vendors.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the city and requirements of the job change.

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EEO-AS

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-OFF

INCREMENTS 81-200

PAY GRADE: 36

SECURITY-Yes (PD Assignment Only)

CDL-No

IND-8810

SWORN-No