

**SENIOR ACCOUNT CLERK I****Job Summary:**

Under the direction of an assigned supervisor, performs routine accounting work involved in the preparation and maintenance of financial records for general accounting, payroll, accounts receivable, accounts payable and/or cash receipts. The Senior Account Clerk I is the entry-level classification in the two-level series. Incumbents perform routine and varied financial processing and recordkeeping duties which require a general knowledge of City accounting procedures. The Sr. Account Clerk II performs difficult and complex accounting work which requires substantial knowledge of City accounting policies and procedures.

**Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Assists in maintaining a large, established accounting system (such as general accounting, payroll, accounts receivable, accounts payable and/or cash receipts) affecting all City work groups.
2. Assists in accurately maintaining a complete set of financial records for assigned accounts.
3. Processes, maintains and files a variety of related records, logs and listings; processes documents supporting financial transactions relating to general accounting, payroll, accounts receivable, accounts payable and/or cash receipts.
4. Coordinates with employees, vendors and other work groups concerning assigned functions; answers questions and provides information and assistance; discusses invoice adjustments and rectifies discrepancies with vendors.
5. Prepares and audits or reviews vouchers, bills and related documents; reviews invoices against purchase orders, verifies accuracy of information and processes for check payment.
6. Assembles, tabulates, compares and verifies financial and statistical data; prepares documentation for computer input.
7. Balances accounts, posts to ledgers, journals and registers, and makes adjustments to correct posting errors and misclassified transactions.
8. Takes trial balances and resolves routine problems of reconciliation.
9. Prepares, sorts and distributes invoices and checks.
10. Assists in verifying various accounts payable reports leading to the preparation of the demand register and accounts payable journal.
11. Sorts, organizes, verifies and inputs deposits and other receipts into cash handling accounting system; prepares and maintains daily cash reports.
12. Pulls out receipts used to process request for refunds.
13. Creates account numbers as authorized.
14. Prepares and maintains financial records and reports in electronic format; assists in monitoring the budget.
15. Assists in preparing a variety of state, federal and local claims, statements, and reports.
16. Maintains confidentiality of information and records.
17. Operates a variety of office machines including computer and related software, calculators and typewriters, ten-key adding machines, copiers, scanners and check protectors.
18. Performs related duties as required.

**Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

**Education and Experience:**

Graduation from high school or GED supplemented by course work in business, bookkeeping and accounting or equivalent. Three (3) years of increasingly responsible accounting clerical experience. Experience and/or education in a related field may be substituted on a year for year basis.

**Knowledge of:**

- Municipal accounting systems and procedures.
- Methods, procedures and terminology used in the type of accounts assigned.
- Accounting principles, practices and procedures.
- Financial recordkeeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Effective oral and written communications skills.
- Modern office practices, procedures and equipment.
- Applicable codes, regulations, policies and procedures.
- Technical aspects of field of specialty.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer and office machines.
- Principles and practices of providing work direction to others.

**Skill and Ability to:**

- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Apply bookkeeping and financial recordkeeping principles to the accurate maintenance of fiscal and accounting records.
- Learn office policies, procedures and practices.
- Perform computer data entry rapidly and accurately.
- Prepare and maintain financial records and reports in electronic format.
- Operate a computer and related software.
- Analyze situations accurately and adopt an effective course of action.
- Work confidentially with discretion.
- Establish and maintain effective working relationships with others.
- Provide work direction and guidance to others.
- Meet schedules and timelines.
- Communicate effectively both orally and in writing.

**License or Certificate:**

Possession of valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work which is primarily sedentary.
- Is subject to inside environmental conditions.
- May be required to work at a computer or calculator for prolonged periods.

