

CITY OF CARSON

Title: ACCOUNT CLERK

Job Summary:

Under the direction of an assigned supervisor, performs a variety of accounting clerical duties involving financial and record-keeping and report generation in an assigned area. Incumbents maintain records and accounts in accordance with an established framework of accounting procedures. Incumbents perform varied financial record-keeping duties which require knowledge of City accounting 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. Post, assemble, tabulate, compare and verify financial and statistical data.
2. Verify, balance and adjust accounts; prepare documentation for computer input; assist in resolving computer-related problems.
3. Maintain accurate and complete records and files.
4. Prepare or check warrants, invoices, requisitions, purchase orders and similar documents; process documents involved in financial transactions.
5. Compare, index and file invoice, vouchers, warrants and other records.
6. Receive and provide account information to other City departments and personnel, vendors and various agencies and organizations.
7. Receive telephone calls and provide information.
8. Prepare and send correspondence and notification according to established procedures.
9. Interpret and apply accounting rules and regulations.
10. Assure accuracy of assigned accounts.
11. Assist other department staff members to assure timely and efficient operation.
12. Operate a variety of office machines including computer and related software, and calculator.
13. 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 equivalent supplemented by courses in business and accounting and two years of increasingly responsible accounting clerical experience.

Knowledge of:

- . Accounting practices and procedures.
- . Modern office practices, procedures and equipment.
- . Applicable laws, codes, regulations, policies and procedures.
- . Financial and budgetary record-keeping techniques.
- . Operation of a computer terminal and office machines.
- . Telephone techniques and etiquette.

Skill and Ability to:

- . Apply and follow relevant regulations, policies and procedures.
- . Add, subtract, multiply and divide quickly and accurately.
- . Prepare and maintain a variety of account records.
- . Post accounts accurately and efficiently.
- . Perform accounting clerical work.
- . Type at 45 words per minute from clear copy.
- . Learn office policies, rules and practices.
- . Understand and follow oral and written directions.
- . Meet schedules and time lines.
- . Communicate effectively both orally and in writing.
- . Establish and maintain effective working and cooperative relationships with others.
- . Operate a variety of office machines including computer, calculator and typewriter.

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 video display terminal for prolonged periods.