



City of Phoenix ACCOUNT CLERK III

JOB CODE 01330

Effective Date: Rev. 07/09

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to perform paraprofessional accounting work of a highly skilled and responsible nature. Although work is performed within the limits of an established accounting system, the responsibility, complexity, and independent nature of assignments distinguish this class from that of Account Clerk II. Some Account Clerks III direct and review the work of other employees.

ESSENTIAL FUNCTIONS:

- Reviews data for errors and discrepancies and makes corrections prior to claim submission;
- Creates, reviews, and/or audits daily and/or monthly accounts of reports, logs, cash receipts or financial records;
- Determines correct activity, sub-object code, and account number for posting and paying invoices;
- Enters and/or releases payable documents in the accounting system;
- Reviews bills, vouchers, warrants, and tax computations for correctness;
- Researches, prepares, and processes Payment Control Documents for the purpose of paying third party claims against the City;
- Files documents;
- Receives and disburses payment, balances daily receipts, and prepares production reports using spreadsheets or daily balance sheets;
- Reconciles receivable and payable statements, reports, logs, and/or other documents;
- Disburses payment from and keeps records for a petty cash fund;
- Prepares various financial related reports and records;
- Responds to inquiries and requests for information from vendors, other City departments, and customers;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:

Knowledge of:



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- Paraprofessional accounting and bookkeeping practices.
- Office terminology and procedures.
- Computerized accounting systems and software.

Ability to:

- Perform a broad range of lead responsibilities over others.
- Enter, adjust, and retrieve data using a microcomputer or personal computer and keyboard device.
- Make mathematical calculations rapidly and accurately (examples: add, subtract, multiply, divide, and use percentages).
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Comprehend and follow complex written and oral instructions in the English language.
- Communicate orally with other employees and the general public in face-to-face one-on-one settings or using a telephone.
- Maintain complex financial records, prepare reports and financial statements from incoming bills and department records.
- Review and check the work products of others to ensure accuracy and clarity.
- Meet established deadlines.
- Remain in a sitting position for extended periods of time.
- Research information from a variety of sources and make recommendations for action.
- File documents alphabetically, numerically, and chronologically.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.

ACCEPTABLE EXPERIENCE AND TRAINING:

Three years of bookkeeping and clerical accounting experience, including experience in preparing financial reports, supplemented by courses in bookkeeping and accounting.



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Other combinations of experience and education that meet the minimum requirements may be substituted.