

# ACCOUNT CLERK II

**JOB CODE 01320**

Effective Date: Rev. 06/13 [A](#)

## **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to perform skilled clerical accounting tasks involving the application of bookkeeping principles to the maintenance of financial accounts and records and to prepare and process departmental payroll and personnel transactions.

Responsibilities include posting, balancing, and verifying a variety of accounts needed for maintaining complex financial records and preparing periodic summary reports. This classification is distinguished from the Account Clerk I class by primary responsibility for complex accounts and preparation and maintenance of financial records performed with independent judgment and under general supervision from an accounting/clerical supervisor or section head.

## **ESSENTIAL FUNCTIONS:**

- Completes, reviews, monitors, and follows up on a variety of accounting and personnel documents, such as industrial injury paperwork, bills, Payment Control Documents, claims, vouchers, payroll reports, warrants, tax computations, contracts for supplies and agreements for rents, lease permits or work;
- Prepares and enters data utilizing computer to record and process financial transactions for payroll, accounts receivable, accounts payable, revenue collections vouchers or journals and other related accounting functions;
- Maintains ledgers, worksheets, or other single account registers keeping a running balance and reconciling to appropriate records;
- Researches account information;
- Assists customers in person and over the phone;
- Interprets and explains a variety of policies, procedures, and laws to supervisors and employees;
- Calculates documents such as payroll statements, warrants or vouchers for accuracy;
- Gathers and prepares data such as leave and payroll data and special reports on financial status of projects, contracts or accounts;
- Reviews and maintains records of repayment contracts and processes claims for payment;
- Computes information on bills, rents, price lists, and other charges before billing or recording;
- Posts transactions to individual accounts or other books and records;
- Completes general ledger reconciliation using accounting software;
- Processes various accounting transactions such as receipts from various City offices, payments for fees, rents, taxes, permits, and licenses; leave slips and pay exceptions in a timely manner for biweekly payroll, work order invoices and requests, bail and fine refunds, and travel requests;
- Composes emails or other correspondence on job-related issues;

- Delivers and/or picks up documents from other City offices or other governmental offices;
- Tracks, monitors, logs, sorts, processes and files electronic and/or hardcopy documents;
- 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:

- General clerical and accounting procedures.
- Office terminology and procedures.
- Customer service principals and techniques.

Ability to:

- Review written documents with an attention to detail.
- Operate standard office equipment (examples: adding machine, calculator, copy machine, cash register, etc.).
- Enter, adjust, and retrieve data using a computer.
- Make mathematical calculations rapidly and accurately (examples: add, subtract, multiply, divide, and use percentages).
- Research information from a variety of sources.
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Comprehend and follow complex written and verbal instructions in the English language.
- Communicate verbally with other employees and the general public in face-to-face one-on-one settings or using a telephone.
- Meet established deadlines.
- Remain in a sitting position for extended periods of time.
- File documents alphabetically, numerically, and chronologically.
- Work independently with minimal supervision.
- Work cooperatively with other City employees and the public.
- 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.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Two years of clerical accounting experience, supplemented by courses in bookkeeping and business machines. Other combinations of experience and education that meet the minimum requirements may be substituted.