



Job Description

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JOB DESCRIPTION: ACCOUNTING CLERK-CON

BENEFIT GROUP: CG

JOB CODE: XZG05

PAY GRADE: 20

AUTHORIZED STRENGTH: 2

PAY RANGE: Min: \$12.57 per hour
Mid: \$15.71 per hour
Max: \$18.85 per hour

NATURE OF WORK:

Performs specialized clerical work involving the application of basic bookkeeping principles and practices in the preparation and maintenance of a variety of financial and payroll records through the use of computer and/or manual record keeping. Employees assigned to this class perform tasks, which are recurring and nonrecurring, involve complicated and varied procedures or work methods, and permit reasonable initiative and independent judgment. The primary functions of this classification are maintaining account books and ledgers, performing calculations, collecting fees, examining financial documents, and preparing financial summary reports. Work requires knowledge of bookkeeping practices, methods, and work procedures. Specific routines must be learned on the job through daily association.

EXAMPLES OF WORK PERFORMED:

NOTE: THE LISTED DUTIES ARE ONLY ILLUSTRATIVE AND ARE NOT INTENDED TO DESCRIBE EVERY FUNCTION THAT MAY BE PERFORMED BY THIS JOB CLASS. THE OMISSION OF SPECIFIC STATEMENTS DOES NOT PRECLUDE MANAGEMENT FROM ASSIGNING SPECIFIC DUTIES NOT LISTED IF SUCH DUTIES ARE A LOGICAL ASSIGNMENT TO THE POSITION.

Examines financial documentation to check for authenticity, mathematical accuracy, completeness, and conformance with established procedures. Calculates fees from appropriate rate schedules and prepares documents to initiate payment. Post data such as income, payments, charges, disbursements, fixed assests, etc. to proper accounts and maintain various detailed ledgers, journals or related fiscal records, prepares and submits journal entries and necessary adjustments. Accepts money from staff and the public and makes change for payment; counts, proves, inputs data into centralized revenue collection system, and prepares reports on daily cash receipts. Maintains ledgers of expenditures; audits accounts in accordance with established procedures. Provides data to or responds to requests or complaints from other employees and the general public. Researches discrepant financial information and reconciles statements as required. Compiles data within specific accounting area for preparation of financial reports and statements; assembles and compiles data used for preparing budgets, prepares reports of personnel, material, and equipment expenses. Compiles, audits, and prepares for processing the payroll and time reports for a section of the City; prepares and calculates charges to customers. Obtains information and types requisition forms in accordance with general instructions and purchasing procedures. Inputs and retrieves computer information and compares computer printouts against maintained accounts/journals. Performs general clerical duties incidental to the operation to which assigned. Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of basic bookkeeping principles and practices and their application to accounting transactions. Ability to discern mathematical inconsistencies in data and apply the necessary measures to solve the discrepancy. Ability to acquire knowledge of rules, regulations, procedures, and functions of the organizational component to which assigned. Ability to maintain accurate accounting records and produce accurate financial reports and statements. Ability to identify and correct errors. Ability to type accurately with reasonable speed. Ability to organize work and complete assignments with minimum supervision. Ability to follow oral and written instructions. Ability to prepare financial reports and statements in accordance with predetermined requirements. Ability to establish and maintain financial record keeping systems. Ability to establish and maintain effective working relationships with other employees and the general public. Ability to operate a personal computer, various office equipment and software/programs such as scanners, copiers, Microsoft Office Suite, JD Edwards, Lotus Notes, etc. Ability to read and comprehend written materials.

MINIMUM QUALIFICATION REQUIREMENTS:

High school diploma with course work in accounting or bookkeeping desired and six (6) months to one (1) year experience in bookkeeping or clerical accounting areas; or an equivalent combination of education, training, and experience. Ability to operate computer highly desired with some positions requiring the ability to type 35 cwpm, use word processing and/or spreadsheet packages and to operate electronic cash register. Must pass police background investigation which includes polygraph. REVISED: 5/10/96 - SV 10/1/96 7/16/02 - VCJ