

Overview

Overview

Inactive: No
Effective Date: 08/17/2016
Date of Last Change: 07/05/2016 02:23:21.309 PM
Job Profile Name: Accounting Clerk-Con
Job Code: XZG05
Include Job Code in Name: No
Job Profile Summary: 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.

MINIMUM QUALIFICATIONS:

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

Job Description:
Job Title Default:
Restrict to Country:
Management Level: 8 Individual Contributor
Job Family: SEIU_White_Collar
Job Category:
Job Classification: 6S - Clerical/Admin Support (EEO-4Job Categories-United States of America)
Work Shift Required: No
Public Job: Yes

Characteristics

Difficulty to Fill:
Critical Job: No

Compensation

Compensation Grade: S20
Compensation Grade Profile:
Impacted Eligibility Rules:

Qualifications

Certifications

Certification

Required	Country	Certification (Predefined)	Certification (Not Predefined)	Issuer (Not Predefined)
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Competencies

Competencies

Required	Competency	Rating
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Competencies from Other Sources

Required	Competency	Rating	Source	Source Type
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Education

Education

Required	Degree	Field of Study
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Languages

Languages

Required	Language	Ability	Proficiency
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Responsibilities

Responsibilities

Required	Responsibility
	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

Required	Responsibility
	<p>position.</p> <p>Examines financial documentation to check for authenticity, mathematical accuracy, completeness, and conformance with established procedures.</p> <p>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.</p> <p>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.</p> <p>Maintains ledgers of expenditures; audits accounts in accordance with established procedures.</p> <p>Provides data to or responds to requests or complaints from other employees and the general public.</p> <p>Researches discrepant financial information and reconciles statements as required.</p> <p>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.</p> <p>Compiles, audits, and prepares for processing the payroll and time reports for a section of the City; prepares and calculates charges to customers.</p> <p>Obtains information and types requisition forms in accordance with general instructions and purchasing procedures.</p> <p>Inputs and retrieves computer information and compares computer printouts against maintained accounts/journals.</p> <p>Performs general clerical duties incidental to the operation to which assigned.</p> <p>Performs other related duties as assigned.</p>
	<p>KNOWLEDGE, SKILLS AND ABILITIES:</p> <p>Knowledge of basic bookkeeping principles and practices and their application to accounting transactions.</p> <p>Ability to discern mathematical inconsistencies in data and apply the necessary measures to solve the discrepancy.</p> <p>Ability to acquire knowledge of rules, regulations, procedures, and functions of the organizational component to which assigned.</p> <p>Ability to maintain accurate accounting records and produce accurate financial reports and statements.</p>

Required	Responsibility
	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.

Training

Training

Required	Training	Training Type	Description
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Work Experience

Work Experience

Required	Work Experience	Experience Level
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Pay

Pay Rate Type

Pay Rate Types

Country	Pay Rate Type
United States of America	Hourly

Job Exempt

Job Exempt

Country / Country Region	Job Exempt
United States of America	No

Workers' Compensation Code

Worker's Compensation Codes

Workers' Compensation Code	Country	Country Region	Location
8810 - Clerical Office Employees Noc (United States of America)	United States of America		