

ACCOUNT CLERK 3

General Description

This is responsible advanced-level accounting clerical work in the preparation and/or processing of various accounting or financial records. Work may involve coordinating and/or leading subordinate accounting clerical activities. This work is characterized by significant judgment and discretion in completing assigned tasks or special projects with a high degree of independence.

Employees are expected to progress from an Account Clerk 1 to an Account Clerk 2 as a function of increased experience and independence of action. Work at the Account Clerk 3 level is job-specific and advancement is normally accomplished through a position study or a competitive process.

Examples of Duties and Responsibilities:

Account Clerk 1

Process payments to vendors and encumber purchase orders. Assemble, verify, code and prepare appropriate supporting documents. Contact vendors and departments to seek resolution to issues; provide assistance/clarification to departmental contacts.

Key documents such as purchase orders, disbursement vouchers, journal vouchers and receipts on a data terminal; and perform related computer file maintenance.

Verify and distribute checks, reports and disbursements.

Respond to routine inquiries from staff and the general public.

Provide clerical support services such as typing, filing, answering the telephone, photocopying, researching information and gathering information.

Process inter-agency and citizen billings relative to ambulance conveyance.

Account Clerk 2

Perform all work consistent with the class of Account Clerk 1 but with a greater degree of skill and independence.

Audit disbursements for conformance with applicable rules, regulations and standards, and prepare data for entry into the recordkeeping system. Independently resolve related discrepancies through contacts with vendors or City staff.

Review financial documents, extract and compile information and prepare reports, claims and summaries.

Respond to diverse inquiries from City staff and the general public.

Account Clerk 3

Perform all the work of an Account Clerk 2 with a greater degree of skill and independence.

Maintain and independently process records of income and disbursement in conformance with applicable rules, regulations and standards. Prepare reconciliations and journal voucher entries. Review a variety of financial documents and accounts for accuracy; locate and resolve issues.

Provide leadership and consultation to lower level accounting clerical staff. Integrate/coordinate related accounting clerical activities.

Prepare exhibits, financial summaries and letters for collection of accounts receivable; and review or prepare billing and supporting documents in the revenue recovery process.

Prepare and/or assist in preparing studies and reports; and respond to inquiries from City staff and the general public.

Perform other lower-level accounting clerical work as may be assigned.

Perform related work, as assigned.

Minimum Qualifications:

Knowledge, Skills and Abilities:

Thorough knowledge of related bookkeeping and accounting clerical principles and procedures; and skill in their interpretation and application. Ability to apply such knowledge to a variety of related transactions. Working knowledge of general office practices. Ability to perform and verify arithmetical computations quickly and accurately. Ability to maintain clerical records and prepare routine reports. Ability to exercise independent judgment in identifying and responding to related issues. Ability to understand complex oral and written instructions. Ability to develop detailed working procedures. Ability to establish and maintain effective working relationships. Ability to complete routine financial statements and reports. Skill in the use of a calculator. Ability to type at a net speed of 30 wpm with no more than 10 errors. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Thirty months of accounting clerical experience, including at least one year of related accounting clerical experience comparable to that gained as an Account Clerk 2 with the City of Madison. Other combinations of training and/or experience which can be demonstrated to result in the

possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Special Requirements:

Ability to type at a net speed of 30 wpm.

Physical Requirements:

Work is sedentary in nature, generally performed in an office environment using office equipment such as telephone, computer, copier, calculator, etc.