

ACCOUNT CLERK 1

CLASS DESCRIPTION

General Responsibilities:

This is proceduralized entry-level accounting clerical work in the preparation and/or processing of standardized accounting or financial records. Work involves close attention to detail in the verification, entry and/or processing of data in conformance with established procedures. Although subject to review, tasks are performed relatively independently once policies, procedures and formats are learned. This class is distinguished from Account Clerk 2 in that the work is more proceduralized, places greater emphasis on clerical activities and/or is performed with a higher degree of supervision.

Examples of Duties and Responsibilities:

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.

Perform related work.

QUALIFICATIONS

Knowledges, Skills and Abilities:

Working knowledge of elementary bookkeeping and accounting clerical terminology, practices and procedures. Working knowledge of general office practices. Ability to perform and verify arithmetical computations. Ability to maintain clerical records and prepare routine reports. Ability to establish and maintain effective working relationships. Ability to type at a net speed of 30 wpm with no more than 10 errors. Skill in the use of a calculator. Ability to maintain adequate attendance.

Training and Experience:

Six months experience in related accounting clerical work. Such experience would normally be gained after graduation from high school. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledges, skills and abilities necessary to perform the duties of the position will also be considered.

Department/Division	Comp. Group	Range
Comptroller	17/20	07