

ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class perform routine clerical and account keeping tasks involving the application of standardized account keeping practices in maintaining and reviewing financial accounts and records. This position requires a considerable degree of arithmetic skill. Account Clerks usually work under general supervision on standard assignments in accordance with definitely defined procedures. Employees in this class may operate, or be required to learn to operate personal computer equipment and appropriate software. Supervisors are available for consultation on unusual problems and provide instructions on all new or difficult assignments. Incumbents do related work as required.

TYPICAL WORK ACTIVITIES:

- Reviews a variety of documents such as claim forms, vouchers, bills and purchase orders to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies.
- Verifies all calculations and codes on documents
- Posts figures to appropriate accounts in hard copy or electronically and verifies all data entered.
- Prepares correspondence, documents, records and other written material in draft form.
- Reconciles all entries, both credits and debits.
- Prepares simple financial or statistical reports from data entered, including status of accounts, account balances, cash received or paid.
- Produces data needed for state and federal reimbursement claims.
- Receives cash payments, issues receipts, prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balances to appropriate ledgers.
- Deposits bank receipts and transacts other banking business.
- Contacts by telephone and correspondence clients, vendors, etc., to obtain additional information.
- Provides routine information orally or in writing in response to inquiries on financial records.
- Files and maintains all records related to processing of payrolls, invoices, vouchers, bills and correspondence.
- Receives, balances and audits payroll time records.
- Makes arithmetic calculations.
- Operates calculator, computer and other related office equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of modern methods of keeping and reviewing financial accounts and records; working knowledge of business arithmetic and English; working knowledge of office terminology, procedures and equipment; ability to write legibly; ability to operate or learn to operate a personal computer; ability to understand and carry out complex written and oral instructions; ability to understand and perform complex arithmetic calculations; clerical aptitude; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma; or
- B. Two years of clerical experience in the compilation and maintenance of financial records and accounts; or
- C. An equivalent combination of training and/or experience as outlined in "A" and "B" above.

NOTE: Applicants seeking employment in this position may be required to provide verifiable training and /or experience in the operation of computers to receive an appointment to a position where such skills are a prerequisite to the satisfactory performance of the work.