

ACCOUNT CLERK

DEFINITION

To perform responsible accounting clerical work involving the processing and maintenance of financial or statistical records in an accounting system.

DISTINGUISHING CHARACTERISTICS

This is the clerical accounting employee for the Town.

SUPERVISION RECEIVED

Immediate supervision is provided by the Administrative Services Director. On occasion, the Administrative & Financial Analyst may exercise direct or indirect supervision of position.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS/DUTIES

Participate in the preparation of payroll, accounts payable, and accounts receivable, as well as control and account verification of an accounting system; open and close accounts; maintain various ledgers, registers, and journals according to established account classifications; audit invoices against purchase orders; verify encumbrances; research discrepancies, approve for payment, and post to the proper account; prepare billings and related correspondence for accounts receivable; enter information on field work orders as assigned; keep records of work orders, cost estimates, and materials inventories as assigned; record equipment utilization and materials used in field work as assigned; may operate office equipment in receiving and processing bill payments and other Town funds; process warrants and Town payroll checks; prepare cash balances; audit various claims for payment, including those for telephone invoices; prepare for check writing; initiate accounting transfers; reconcile general ledger accounts with various registers; accept and process applications and payments for various licenses, permits, and fees; explain billing and other regulatory policies and procedures to customers; assist in the preparation of payroll from time reports submitted after verifying accuracy of data; update Town employee master file; prepare payroll input for new employees; review, calculate, and process adjustments; audit and reconcile payroll register; prepare accounting records and reports such as state and federal income tax and PERS; research and answer employee and department questions regarding employee salaries and fringe benefits, the status of accounts and payments, the proper coding of transactions, and other matters; prepare a variety of financial statements and cost and statistical reports; may operate data entry equipment as assigned; document and verify employee time reports for payroll purposes; may sort, burst, and distribute reports produced by data processing system; perform various routine clerical duties such as typing and filing; perform related duties as assigned.

QUALIFICATIONS

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: - One year of clerical experience, including some financial and statistical record keeping;

Education:

Equivalent to completion of the twelfth grade.

Knowledge of:

Modern office practices and procedures; business arithmetic and basic accounting record keeping.

Ability to:

Operate a typewriter, calculator, and other common office machines; operate a two-way radio as assigned; learn to operate a cash register as assigned; keep financial and statistical records; perform varied clerical work; understand and carry out oral and written instructions; establish and maintain effective working relationships with others.