

## ACCOUNT CLERK I/II

### *Class Definition*

Performs a wide variety of accounting clerical work involving the processing and maintenance of financial and statistical records.

### *Distinguishing Characteristics*

Account Clerk I - This is the entry level class in the Account Clerk series. Incumbents perform duties similar to an Account Clerk II, but are not expected to perform with the same independence and judgment on matters related to established procedures and methods. This class is typically used as a training class in that incumbents may have only limited related work experience. Incumbents are expected to progress to the Account Clerk II level with appropriate training, experience and satisfactory job performance.

Account Clerk II - This is the journey level class in the Account Clerk series. Positions are flexibly staffed and are normally filled by advancement from the Account Clerk I level, or when filled from the outside, require prior related work experience. Appointment to the Account Clerk II level requires that the employee be performing the full range of duties and meet the minimum qualifications for the class. This class is distinguished from the Account Clerk I in that incumbents of the II level are expected to perform assigned duties with only occasional instruction or assistance, and work is normally reviewed only upon completion. Satisfactory performance requires the knowledge of general financial record keeping procedures, methods and techniques, and applicable department policies and procedures.

This class is distinguished from Senior Account Clerk in that incumbents of the latter perform the more specialized, complex and/or difficult accounting clerical duties, such as payroll processing, which require the application of independent judgment. Incumbents may provide functional and technical lead direction for other clerical staff.

### *Typical Tasks*

*(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)*

Performs routine accounting clerical duties in the preparation and maintenance of financial statistics and records.

Prepares and processes a variety of bills and invoices; inputs data into a computer including requests for payment, partial payments and purchase order requisitions; checks and indexes invoices and prepares for payment.

Maintains expenditure records and assigns costs to proper account or fund.

Maintains journals and general ledgers of financial transactions and prepares financial statements.

Collects payments over the counter and through the mail; balances cash drawer and prepares deposits; prepares daily cash activity report.

Reviews and checks records, forms and other documents for accuracy, completeness and conformance to rules and regulations.

Maintains expenditure records and assigns costs to proper account or fund.

Maintains files of correspondence, records and other documents.

Records and checks financial transactions, and prepares financial and statistical statements.

Assists in the preparation of a departmental payroll; checks time cards and posts hours; maintains sick leave, vacation and overtime records.

Inventories and requisitions office supplies.

Operates standard office equipment such as word processor, calculator, typewriter, microfilmer, and personal computer.

Performs a variety of general clerical and word processing work.

Operates coin counting machine as assigned; counts and wraps coins for deposit.

Performs other related duties as assigned.

### ***Knowledge, Abilities and Skills***

*(By the end of the probationary period, incumbents must demonstrate adequate knowledge, abilities, and skills to perform tasks at the journey level.)*

#### **Account Clerk I**

Knowledge of English usage, spelling, grammar, and punctuation.

Knowledge of the basic methods, terminology and practices of financial record keeping.

Knowledge of mathematical principles and procedures.

Knowledge of modern office practices, procedures and equipment, including filing systems.

Ability to perform accounting clerical work.

Ability to process and maintain financial and statistical records.

Ability to learn to operate standard office equipment, including personal computers.

Ability to make accurate math calculations.

Ability to follow oral and written instructions.

Ability to establish and maintain effective working relationships with those contacted in the performance of assigned duties.

#### Account Clerk II

(In addition to the requirements for Account Clerk I)

Knowledge of the organization, terminology, procedures, and operating details of the City department to which assigned.

Knowledge of data processing operations related to the maintenance of fiscal records.

Knowledge of the City financial system, policies and procedures.

Ability to use a variety of personal business software applications, including PeopleSoft, to process financial statistics and records in a timely manner.

Ability to prepare clear, concise, and comprehensive written materials.

Ability to speak clearly and concisely.

Ability to use good judgement in the application of City policies, regulations, and procedures relative to assigned division.

### ***Minimum Qualifications***

#### Account Clerk I

One year of full-time clerical experience involving general financial record keeping.

#### Account Clerk II

Six months of increasingly responsible experience as an Account Clerk I in the City of Fresno; OR two years of increasingly responsible general financial record keeping.

### ***Necessary Special Requirement***

Possession of a valid California Driver's License may be required at time of appointment.

Bilingual abilities may be required to meet community needs, or operational and recruitment needs.

APPROVED: (Signature on File)  
Director of Personnel Services

DATE: 01/27/2003

APG:JC:CW/1/27/03