

PRINCIPAL ACCOUNT CLERK

DEFINITION

Under general supervision, performs the most difficult and complex accounting clerical work; may provide functional and technical lead direction for other clerical staff.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Supervisor or Manager. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

Principal Account Clerk is the highest level class in the Account Clerk series. Work involves the most difficult and complex accounting clerical duties which require the application of independent judgment to situations where standard procedures may not apply, and which may require giving lead direction to other clerical staff engaged in the performance of similar duties. Incumbents develop, maintain, and reconcile a complete set of department or division financial and statistical records, including fiscal, budgetary and accrual accounting; assist in the revision and application of cost accounting procedures; and/or coordinate the City's overall payroll process with accounting clerical staff involved in the preparation of departmental payroll documents. This class is distinguished from Senior Account Clerk in that the latter is an advanced working/lead level class in which incumbents may provide lead direction to other clerical staff but perform less difficult accounting clerical work.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Assists in the implementation and maintenance of cost accounting systems; compiles new data and develops formulas.

Develops, maintains and reconciles complex financial and statistical records, such as, journals, vouchers, ledgers, comparative income statements, depreciation schedules, asset listings, performance indicators, and budget estimates.

Processes and prepares the City payroll; verifies information on Employee Action Forms (EAF's) prepared by departmental accounting clerical staff; makes adjustments as appropriate; posts and balances City payroll; reconfirms payroll balance and prepares checks for distribution.

Coordinates payroll activities with other City departments and divisions; assists City-wide accounting clerical staff in the preparation of departmental payroll documents including identifying appropriate format, codes and procedures.

Audits appropriations expenditures and revenue print-outs; researches and resolves discrepancies; monitors budget expenditures and income received; prepares balance sheet.

Verifies and keys data into a personal computer terminal.

Assists in the development of the department budget; projects total expenditures for current year and recommends amounts needed for the new budget.

Develops and maintains cash, invoice, disbursement and control accounts; accounts for monies, receipts, and tokens; balances accounts and prepares routine reports.

Provides lead direction for an assigned clerical staff; ensures that work is handled on a priority basis and completed in a timely manner.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The organization, regulations, terminology, procedures and operating details of department to which assigned.

The principles and practices of bookkeeping and governmental accounting requirements.

City fiscal systems and procedures.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Develop, maintain and reconcile complex clerical financial and statistical records.

Make operating decisions independently in accordance with City and departmental policies and procedures.

Make mathematical computations quickly and accurately.

Correlate and use a large volume of written, narrative, statistical and numerical data.

Provide lead direction to others.

Establish and maintain effective work relationships with those contacted in the performance of assigned duties.

MINIMUM QUALIFICATIONS

Experience:

Four (4) years of increasingly responsible clerical experience involving the maintenance and development of complex accounting and recordkeeping systems.

Special Requirements

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

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 10/19/2018