

SENIOR ACCOUNT CLERK*Class Definition*

Under general supervision, performs a wide variety of complex and difficult accounting clerical work; may provide functional and technical lead direction for other clerical staff.

Distinguishing Characteristics

Senior Account Clerk is the advanced working/lead level class in the Account Clerk series. Work involves the more complex clerical accounting 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 typically prepare and maintain complex financial and statistical records involving posting and balancing and prepare departmental payroll documents. This class is distinguished from Account Clerk II in that the latter is the journey level class in which incumbents perform duties in accordance with established procedures and do not provide lead direction to others.

Typical Tasks

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Performs complex and difficult accounting clerical work in the preparation and maintenance of complex financial records.

Prepares departmental payroll documents including, but not limited to, compiling information from attendance reports, calculating pay and overtime, verifying pay status, and posting and deducting pay as necessary.

Prepares cost accounting sheets; calculates hourly rates for labor and equipment.

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

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

Verifies and keys data into a personal computer terminal.

Maintains journals and general ledgers of financial transactions and prepares analytical reports on revenues and expenditures.

Provides responsible staff assistance relative to the development of a department budget; makes projections on revenues and expenditures.

Types requisitions, purchase orders, requests for payment, printing requisitions, progress payments and adjustment forms.

Obtains emergency purchase orders and processes for payment.

Maintains accounts receivable records and bills for services provided by the City.

Receives and records cash payments; prepares daily cash reports and bank deposits.

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.

Knowledge, Skills and Abilities

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

Knowledge of the purposes, methods and practices of financial record keeping work.

Knowledge of basic accounting principles and business arithmetic.

Knowledge of modern office methods, procedures and equipment, including personal computers.

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

Knowledge of City fiscal systems and procedures.

Ability to prepare financial reports to maintain journals, ledgers and complex file systems.

Ability to operate standard office equipment, including personal computers.

Ability to work independently and exercise initiative and sound judgment.

Ability to compile and maintain complex and extensive records and files.

Ability to type accurately at a speed necessary for timely completion of assigned duties.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to make mathematical computations quickly and accurately.

Ability to work independently and exercise initiative and sound judgment.

Ability to provide lead direction to others.

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

Minimum Qualifications

Two years of increasingly responsible experience in maintaining financial and statistical records.

APPROVED: _____

Director of Human Resources

DATE: _____

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