

## Job Classification Specification

### Jobcode Data

Effective Date                      Job Code 009830                      Status A                      Reg/Temp Preferred

Description ACCOUNT CLERK

Minimum Salary Range \$2825.00      Maximum Salary Range \$4225.00

### Job Classification Specification

Effective Date 06/15/2023

### SUMMARY

**Summary:** Under general supervision, employees in the class perform bookkeeping and clerical tasks involved in maintaining journals, ledgers, and other financial records. While some duties of this class resemble those of other clerical classes, the essence of work lies in the application of bookkeeping principles and practices. Work in this class requires the application of bookkeeping knowledge in the preparation and maintenance of routine reports according to established procedures.

**Distinguishing Features:** This class differs from general clerical classes in that incumbents of the latter perform sub-professional accounting work of routine difficulty. This class differs from Accounting Technician 1 in that an incumbent of the latter is responsible for sub professional accounting duties of considerable difficulty and complexity.

### RESPONSIBILITIES

#### Processing Information:

1. Calculates overall invoice totals, account adjustments, and purchases/account deductions to generate reports, spreadsheets, and adjustment forms.
2. Codes adjustment sheet based on information received to adjust accounts.
3. Generates receipts and vouchers originating in assigned work unit as necessary.
4. Codes requisitions using appropriate product/category codes to assign the goods/services to the correct account.

#### Analyzing Data or Information:

1. Researches outstanding checks, overpayments, and underpayments and performs cancel and/or re-issue as necessary.
2. Analyzes submitted documentation to ensure a valid justification for account adjustment requests.

#### Interpreting the Meaning of Information for Others:

1. Fields calls from external and internal customers to explain account status information, internal policies and

procedures, and other information as required.

**Training and Teaching Others:**

1. Provides training to new employees in an equivalent role as needed.

**Evaluating Information to Determine Compliance with Standards:**

1. Verifies all fields on submitted invoices/adjustments to match information in electronic databases.
2. Reconciles physical inventory counts against electronic inventory data to ensure accuracy.
3. Verifies electronic data entries with outside vendors to ensure accuracy.
4. Verifies receiving reports against billing invoices to ensure accuracy.

**Interacting With Computers:**

1. Enters data into electronic databases to ensure accurate processing and record keeping.
2. Uses electronic office productivity software (Microsoft Word and Excel) to perform daily tasks.
3. Pulls relevant information from electronic databases using wizards and forms as required.
4. Enters time and leave requests in electronic databases as required.

**Getting Information:**

1. References electronic databases and paper files for invoice, accounts payable/receivable, adjustment, and fund information to assist with daily activities and respond to inquiries.
2. Contacts internal and external customers to resolve identified issues.

**Resolving Conflicts and Negotiating with Others:**

1. Manages complaints from internal and external customers effectively by providing clear and accurate information.

**Monitoring Processes, Materials, or Surroundings:**

1. Verifies vendor address information when paying bills.
2. Monitors tracking system and daily reports to ensure that payments are processed.

**Documenting/Recording Information:**

1. Maintains account entries in electronic databases to ensure accurate record keeping.
2. Scans and uploads accounting documents into electronic databases.

**Organizing, Planning, and Prioritizing Work:**

1. Prioritizes daily task list as needed to ensure timely responses.

**Communicating with Persons Outside Organization:**

1. Communicates with external customers verbally and in written form to request/provide additional information as needed.

**Establishing and Maintaining Interpersonal Relationships:**

1. Communicates with internal and external customers in a friendly and courteous manner to promote healthy relationships and provide exceptional customer service.

**Performing General Physical Activities:**

1. Travels to internal and external sites on foot to deliver mail, make bank deposits, and pick up relevant departmental packages.
2. Climbs ladders to perform inventory counts as required.
3. Archives physical documentation to ensure accurate record keeping.

**Communicating with Supervisors, Peers, or Subordinates:**

1. Communicates issues identified with documentation and records to the appropriate internal business partner(s) and supervisor.
2. Communicates with supervisor to identify proper courses of action to resolve problems as they arise.
3. Submits weekly processing log to supervisor to facilitate monitoring of workload.

**Updating and Using Relevant Knowledge:**

1. Maintains department specific in-service training levels to maintain required certifications.
2. Attends accounts payable training courses as required.

**Performing Administrative Activities:**

1. Maintains paper files including but not limited to invoices, adjustment forms, and court orders as required to meet record keeping requirements.
2. Opens and processes mail.

**Operating Vehicles, Mechanized Devices, or Equipment:**

1. Operates basic office equipment including but not limited to copiers, scanners, faxes, and calculators.

**Handling and Moving Objects:**

1. Carries and handles paper documentation as required and requested.

**QUALIFICATIONS**

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to one year of routine bookkeeping, or routine clerical auditing work; qualifying experience may be substituted for the required education, on a year for year basis; completion of nine quarter hours of study in accounting or bookkeeping from an accredited college, technical institute or vocational school may be substituted for the required experience.

**Necessary Special Qualifications:** None.

**Examination Method:** Education and Experience, 100%, for Preferred Service positions.

**COMPETENCIES**

**Competencies:**

1. Time Management
2. Boss Relationships
3. Listening
4. Patience
5. Personal Learning
6. Self Knowledge
7. Intellectual Horsepower
8. Technical Learning
9. Humor
10. Integrity and Trust

**Knowledge:**

1. Basic knowledge of clerical procedures including but not limited to operation of calculator, basic office equipment, and filing procedures.
2. Basic knowledge of customer and personal service
3. Basic knowledge of mathematics (arithmetic)
4. Basic knowledge of computer operation

**Skills:**

1. Basic mathematic skills (arithmetic)
2. Basic keyboarding skills
3. Basic organizational skills
4. Basic reading comprehension skills
5. Basic speaking skills
6. Active listening skills
7. Active learning skills

**Abilities:**

1. Basic oral expression ability
2. Basic written expression ability
3. Basic oral comprehension ability
4. Basic written comprehension ability
5. Basic deductive reasoning ability
6. Basic mathematical reasoning ability
7. Basic inductive reasoning ability
8. Basic problem sensitivity ability
9. Finger dexterity
10. Speech clarity

**TOOLS & EQUIPMENT**

1. Personal Computer
2. Telephone
3. Fax Machine
4. Printer

5. Copy Machine
6. Scanner
7. Calculator

Other office related equipment as required