

CLASS CODE: 410620
PAY GRADE: 11
UNIT: AFSCME Clerical
FLSA: Non-Exempt

ACCOUNTING CLERK

Distinguishing Features Of The Class:

Under general supervision, performs routine bookkeeping and accounting duties requiring an understanding of the County's established accounting procedures.

Illustrative Examples Of Work:

1. Receives, verifies, codes, records, reconciles and deposits payments and/or cash received; prepares and issues receipts, requisitions, payment vouchers, checks, purchase orders, invoices, billings and other documents.
2. Processes and maintains departmental payroll records.
3. Provides information to the general public; assists in completing documents and applications.
4. Operates VDT/personal computer; inputs routine data; retrieves information from mainframe/personal computer for various reports.
5. Prepares and maintains accurate and complete office records, reports, inventories, etc.
6. Performs related duties as may be required.

Required Knowledge, Skills, And Abilities:

- Knowledge of basic bookkeeping and accounting methods; pertinent laws and regulations
- Knowledge of and the ability to maintain departmental policies, practices and standards
- Ability to accurately perform somewhat complex mathematical calculations
- Ability to create and maintain basic ledgers/spreadsheets including mathematical/accounting formulas utilizing various hardware and software programs
- Basic keyboard and typing skills
- Ability to operate a VDT/personal computer and other general office equipment
- Knowledge of general office practices and procedures

- Proficient alpha/numeric proofreading skills
- Basic knowledge of business English, spelling and grammar
- Ability to make minor decisions, in accordance with laws, rules, regulations and departmental policies and procedures
- Ability to research, analyze, and resolve routine problems/discrepancies
- Ability to establish and maintain satisfactory working relationships with other County employees and the general public using courtesy, patience, and tact
- Ability to communicate effectively both verbally and in writing
- Ability to maintain accurate and complete office records
- Ability to frequently lift up to 10 pounds

Training And Experience:

- Graduation from high school or equivalent education
- One to two years of experience in bookkeeping or accounting office work, or any equivalent combination of training and experience that will have provided the required knowledge, skills and abilities.

Adopted: 7/1/86
Revised: 7/1/99