

ACCOUNTING CLERK

DISTINGUISHING FEATURES OF THE CLASS:

This position processes transactions associated with one or more class of financial accounts. The position is found across a variety of offices and departments. An employee in this title is responsible for recording and processing financial transactions such as accounts payable and/or accounts receivable, reconciling checking account statements and verifying, sorting, and entering financial data. Decisions are made based upon established procedures in accordance with agency rules and regulations. Contacts with clients, vendors, insurance carriers, bank representatives, other departments and agencies to resolve routine problems are to be expected. In addition, the incumbent is expected to perform clerical and routine office work. The position differs from Program Assistant in that the principal focus of this class is processing financial transactions, while Program Assistant is more involved with processing work related to the provision of a program or service. Initially, the employee's work will be reviewed to be sure the employee is learning and applying rules and procedures of the office. As job familiarity increases, the employee will have leeway for completing work assignments independently under the prescribed procedures. This position may direct the work of aides, interns, temporary employees and other lower level employees.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Maintains or oversees the maintenance of accounts payable and/or accounts receivable ledgers and associated records and documentation according to established procedures;
2. Reconciles data in the ledger based upon information from either computer printouts or automated financial systems;
3. Processes vouchers, purchase orders, and applications for payment; codes, inputs and performs budget transfers;
4. Reviews billing sheets for appropriateness; verifies insurance carriers; determines specialized requirements for third party payees such as proper coding on claim forms; enters information and disburses bills;
5. Tracks unpaid bills; resubmits bills for payment and performs related follow-up; summarizes account activity;
6. Provides information concerning billing and account balances; corrects and adjusts problem account totals;
7. Processes stop payments and bank claims for lost, stolen and forged checks; authorizes re-issue of checks;
8. Creates accounts for court ordered payments for the purpose of collecting and disbursing money; reviews, adjusts and recalculates new and old accounts;
9. Maintains checking and savings accounts for protective payees; produces and disburses checks as designated;
10. Monitors federal and state tax payments for the purpose of adjusting accounts;
11. Functions as a lead and participate worker in overseeing and checking the record keeping activities of others;

ACCOUNTING CLERK (Cont'd)

TYPICAL WORK ACTIVITIES: (Cont'd)

12. Processes and tracks garnished wages; prepares deposits and maintains associated logs for data entry input;
13. Produces a variety of reports to summarize or analyze financial status;
14. Performs a variety of clerical support work such as keyboarding, answering phones, filing, maintaining office supplies and operating a variety of office equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of basic account keeping necessary for the processing of recurring transactions in accounts receivable and/or accounts payable, such as claims and vouchers;

Knowledge of office practices necessary for interacting with staff and the public, processing work flow, and filing and retrieving information;

Knowledge of software packages for word processing to produce memos and letters and spreadsheets and data base management to track information and produce reports;

Knowledge of computational skills to process and reconcile vouchers, verify calculations and balance accounts;

Ability to interact with a variety of people for the purpose of exchanging information concerning accounts;

Ability to learn and work within departmental procedures and guidelines;

Ability to exercise sound judgment in tracking sources of errors and in using established guidelines to determine the necessary corrective action;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time clerical work experience which primarily involved data entry into financial accounts in a computerized system.

NOTE: College education may be substituted for work experience on a year for year basis (30 credits equal to one year). Candidates applying with less than one year of work experience must have one course in accounting.

CL2421

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