

ACCOUNT CLERK II

FLSA STATUS - Non-Exempt

DESCRIPTION OF WORK

Under general supervision, operates various office machines in application to accounts payable, accounts receivable, payroll and keeping of a set of accounts, together with the performance of other and related clerical functions; may lead lower level account clerks and/or clerical personnel.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

Maintains a complete set of accounts, including journals, general and other subsidiary ledger accounts; receives payments and accounts for receipts and expenditures and enters data into data processing system; allocates funds to proper accounts; maintains time, payroll and a variety of related records of personnel; maintains cost accounts and prepares closing entries; verifies, analyzes and reconciles receipts with purchasing orders; audits and posts purchase orders and invoice vouchers; prepares accounts payable and receivable on a timely basis; types correspondence and reports; orders supplies;

Answers telephone and provides information or refers to proper person; may make reservations for employee training; prepares weekly calendars of activities; justifies computer printouts; may prepare utility billings; makes adjustments in billings and summaries; takes complaints; follows up on unpaid accounts; prepares a variety of annual and periodic reports; files; operates a calculator, copy machine and computer terminal as an incidental part of the work; may supervise or lead other clerical personnel.

OTHER DUTIES: Serves as secretary for assigned boards and commissions; coordinates work and time of contract employees; assists in departmental programs; organizes special programs; performs related duties.

QUALIFICATIONS

Some knowledge of modern office practices and of bookkeeping principles.

Ability to operate a personal computer and perform data entry processes..

Accuracy in entries and maintaining records.

Ability to follow verbal and written instructions.

Ability to lead others.

Ability to establish and maintain effective working relationships with employees, officials and the public.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform sedentary physical work, to lift 10 pounds and to lift and carry 10 pounds;

Ability to stand, walk, sit, bend, kneel, reach, grasp, push, pull and perform similar body movements;

Possesses hand/eye/foot coordination adequate to operate a computer keyboard, answer telephone and to operate a vehicle;

Ability to talk and hear in person and by telephone;

Ability to see and read instructions and figures on a computer screen.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to graduation from high school, including or supplemented by course work in bookkeeping and business, and two years of increasingly responsible experience in bookkeeping and general office work.

SPECIAL REQUIREMENTS: Possession of a valid driver's license.