



CLASS SPECIFICATION FOR:

Account Clerk Senior

General Statement of Duties:

Performs highly complex and/or technical fiscal duties for an assigned department with complex funding and/or revenue streams; responsible for department-specific financial accounts and transactions, recordkeeping and reporting as assigned; ensures or assists with department-specific compliance with various financial related requirements (e.g. funding, grants, programs, etc.) as well as County policies and processes; serves as lead worker or working supervisor; does related work as required.

Distinguishing Features of Class:

An incumbent in this paraprofessional job classification uses considerable knowledge of bookkeeping and accounting to perform highly responsible, complex and/or technical financial duties in an assigned department with complex funding and/or revenue streams and typically serves as a lead worker or working supervisor. Duties vary based on assigned department. An incumbent must demonstrate a thorough understanding of the assigned department's diverse and complex financial operations, related terms and conditions of other department specific funding source requirements, related terms and conditions of grant applications and awards, other department specific funding and/or revenue policies and requirements affecting the assigned department's financial administration, and maintain effective working relationships with County and department staff as well as with outside funding source liaisons. Work may be performed independently and/or as part of a team under general supervision. Instructions are given for special assignments and projects. Researches and resolves, or recommends resolution, of a wide variety of issues or questions with unusual issues referred to the supervisor or appropriate department staff.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Prepares department specific financial transactions, reconciliations and audits for various financial operations which may include revenue, customer accounts, debt collection activities, purchases or other expenditures, credit/expense accounts, cashiering, deposits, interdepartmental transfers, wire transfers, NACHA files, capital project budgets, program funding, grant awards, etc.;
- Creates and maintains financial records and other related records in paper and electronic formats using County, state, federal, grant, department-specific or other systems;
- Assists with department's grant preparations, tracks and prepares records and reports related to each awarded grant;
- Assists with the department's budget preparations, tracking and reporting as assigned;
- Compiles data and prepares reports and other documentation or materials as assigned;
- Works with County, local, state, federal, grant and other funding source liaisons to provide the necessary data, reports and other funding, revenue and compliance related information as required;
- Responsible for or assists with the preparation of special financial statements and reports for the information and guidance of department and County officials;
- Follows all required procedures and creates and maintains necessary records as assigned;
- Follows County financial policies and advises department staff on proper adherence to policies and procedures;
- May serve as lead worker or working supervisor providing day-to-day direction and support to staff, coordinating work activities to ensure workloads are completely in a timely cost effective manner, financial transactions and activities are conducted in accordance with all applicable policies and procedures, ensuring proper separation of duties and oversight, and financial records are accurately maintained and reported;
- May be responsible for assist with hiring/selection; providing training, coaching and feedback; approving leave requests and timecards; setting schedules and giving work assignments; handling performance issues; completing and delivering performance appraisals, etc. for all assigned staff, including part-time, temporary and seasonal staff;
- Provides training and assistance to department staff on the County's and the department's financial operations and processes, includes preparing and/or maintaining training materials;
- Researches and resolves, or recommends resolution, of a wide variety of issues or questions with unusual issues referred to the supervisor or appropriate department staff;
- Maintains a considerable up-to-date working knowledge and understanding of the assigned department's operations, financial operations, and financial related compliance and reporting requirements specific to assigned department (e.g. grant funding, program specific fiscal related compliance, etc.);
- Participates in all scheduled meetings and trainings;
- Assists with or handles special projects as assigned;
- Performs other duties as assigned.



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Required Knowledge, Skills and Abilities:

Considerable knowledge of accounting principles and practices; strong accounting and recordkeeping skills with the ability to accurately track costs, prepare and manage financial records, transactions and reports in accordance with County policies and procedures, and to assist as assigned with budget preparation; ability to perform complex mathematical calculations quickly and accurately; ability to keep and to make reports, including complex reports, from financial records; excellent organization skills with the demonstrated ability to plan and execute work effectively to successfully complete assigned tasks accurately and in a timely manner within established deadlines; ability to multi-task; professional integrity including the ability to maintain the integrity of confidential and/or time sensitive information and processes; ability to read, and consistently comprehend, interpret, apply and communicate policies and information accurately; sound political astuteness; sound critical thinking and problem solving skills with the ability to appropriately resolve a variety of questions and issues within established policies, guidelines, requirements and procedures; ability to research issues and identify appropriate solutions; sound professional judgement with demonstrated ability to consider and weigh a variety of relevant factors and make accurate decisions or recommendations; ability to synthesize multiple types of data and make accurate appropriate determinations and recommendations; strong computer skills with ability to use computer and typical business software, proprietary software, applications and systems to complete assigned tasks; visual and hearing acuity sufficient to enable effective interactions and accurate data collection; excellent written and verbal communication skills with the ability to interact professionally with diverse stakeholders and staff and to establish and maintain effective working relationships; excellent interpersonal and communication skills to communicate fiscal and technical information, including complex information, clearly and accurately to stakeholders and staff; ability to express ideas clearly and concisely, orally and in writing; ability to work independently and as part of a team; ability to collaborate effectively to establish and maintain a good working relationships with all levels of department and County staff, vendors, and other relevant stakeholders; basic supervisory skills including strong training skills and the ability to effectively manage workloads, direct the activities of assigned staff efficiently, and to foster and maintain high morale and engagement; personal accountability including teamwork and establishing and maintaining positive working relationships; excellent customer service skills with the demonstrated ability to interact patiently, respectfully and with tact and courtesy with all stakeholders and staff with varying levels of understanding and needs in order to appropriately address requests, needs and issues; tact; and courtesy. Must be able to positively and appropriately represent the County with customers and other stakeholders. May require the ability to work a flexible schedule as needed.

Minimum Education and Experience:

Education: Graduation from high school with relevant coursework completed at the high school or college level;

Experience: Five (5) years of relevant work experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- May require a valid driver's license to perform assigned duties at various locations Countywide.