

**CLASS SPECIFICATION FOR**  
**Account Clerk II**

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**GENERAL STATEMENT OF DUTIES:** Performs technical figure work in the maintenance and verifying of accounts and records; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves the performance of a variety of recordkeeping, cashiering, verifying or related duties. The range of work and complexity of problems are greater than that encountered by the Account Clerk I. This class is expected to work under general supervision, except for unusual problems where assistance and close supervision are received. An employee in this class may supervise account clerks or other permanent or temporary clerical workers.

**EXAMPLES OF WORK** (illustrative only):

- ◆ Posts and keeps current ledgerbooks and similar documents containing various records;
- ◆ Types requisitions, assigning appropriate index and character codes;
- ◆ Checks purchase orders to ensure that correct information has been entered on the forms;
- ◆ Matches invoices and packing slips with purchase orders; verifies figures and types for payment;
- ◆ Compiles figures for and types monthly and special reports;
- ◆ Pre-audits various documents to determine whether information contained is accurate, checking debits against credits, checking or figuring extensions, reconciling statements or verifying non-encumbered invoice forms;
- ◆ Calculates bills, penalties, interest, pro-rata and/or exonerations;
- ◆ Calculates work orders and codes for payment;
- ◆ Answers questions concerning employee benefits and pay;
- ◆ Corresponds by phone or letter with vendors or departments to resolve problems with billing, receipt of goods, etc.;
- ◆ Uses a computer terminal to retrieve and/or input data;
- ◆ Proofs printouts received from Information Technology to catch errors and to make corrections;
- ◆ Maintains various office files and records;
- ◆ Performs a variety of clerical tasks such as typing, answering the phone or responding to radio, opening mail, sorting documents, and stuffing bills;
- ◆ Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Good knowledge of methods used in keeping fiscal accounts and records; some knowledge of office terminology, procedures, routines and equipment; ability to perform mathematical calculations; ability to understand and carry out oral and written directions; ability to keep records and make reports; ability to establish and maintain good working relationships with employees and the public; accuracy.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from high school, preferably with bookkeeping and business course work, and two (2) years of clerical figure work experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.