

CLASS SPECIFICATION FOR
Account Clerk III

GENERAL STATEMENT OF DUTIES: Performs supervisory and/or highly responsible technical bookkeeping work in connection with the financial operation of a department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is high-level clerical work involving considerable administrative responsibility for carrying out complex office bookkeeping functions. This class has the responsibility for keeping the financial records and accounts for a large department or on a County-wide basis. An employee in this class is responsible or accountable for all records of cash, expenditures, purchase orders, appropriations and/or work orders. May supervise employees who assist in the record- and account-keeping. Only unusual problems are referred to the supervisor for decision.

EXAMPLES OF WORK (illustrative only):

- ◆ Maintains departmental financial records or centralized financial records for all departments;
- ◆ Conducts business with the public, employees and other departments, answering questions requiring independent, responsible judgment and in-depth knowledge of the agency's policies and procedures;
- ◆ Receives payments and makes reports;
- ◆ Keeps complete records of all financial transactions of the department;
- ◆ Prepares time reporting;
- ◆ Reviews and verifies tapes and computer runs, identifies problems and/or errors and sees that these are corrected;
- ◆ Prepares and submits for payment all invoices and IDT's and may sign these in the absence of the supervisor;
- ◆ Assists in preparing the budget by collecting information on past, current and projected expenditures;
- ◆ Makes appropriations and transfers of funds for department;
- ◆ Opens, sorts and distributes mail, answering the more routine and recurring correspondence on own initiative and filing documents as appropriate;
- ◆ Orders equipment and supplies as needed, checking to see which code is used, whether funds were provided for the expenditure and ascertaining specifications and vendor;
- ◆ Receives and keeps records of deposits and escrow accounts;
- ◆ May supervise others who assist in record and account-keeping;
- ◆ May interview, recommend for hire, train and evaluate other clerical employees;
- ◆ May schedule and assign tasks to subordinate employees and review their work for accuracy;
- ◆ Prepares and processes personnel forms and documents;
- ◆ Prepares special reports and summaries as needed;
- ◆ Bills outside agencies, individuals, and insurance companies for services;
- ◆ Uses a computer terminal to input, retrieve, verify and research information;
- ◆ Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Considerable knowledge of methods used in keeping fiscal accounts and records; good knowledge of office terminology, procedures, routines and equipment; some knowledge of accounting principles and practices; ability to perform complex mathematical calculations quickly and accurately; ability to keep and to make reports from financial records; ability to effectively supervise accounting/clerical employees; ability to accurately proofread and verify financial documents; ability to understand and carry out complex oral and written directions; ability to research a variety of data; 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 coursework, and four (4) years of clerical/bookkeeping work experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.