

## **ACCOUNT CLERK**

### **DEFINITION**

Under close supervision, provides general accounting support, customer service and clerical duties for an assigned department or division.

### **ESSENTIAL FUNCTIONS**

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

### **TASKS**

Receives, records and prepares payment of division expenditures and invoices; compiles data and prepares paper work for various payments and agreements; verifies account information on purchase orders; receives and enters data into system for accounts payable; reviews and proofreads financial reports; maintains records and files associated with various business transactions; updates and adjusts information on billing lists according to area of assignment.

Answers phones and responds to billing and payroll related questions; maintains inventory of supplies and equipment for area of assignment; receives and distributes supplies to City staff from outside vendors; performs routine clerical duties including typing and filing; collects, counts and deposits money for assigned department or division; assists customers and vendors with questions and responds to account inquires and related services or routes to appropriate personnel.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS**

Knowledgeable of bookkeeping techniques and principles  
Knowledgeable of payment processing procedures  
Knowledgeable of computer hardware, financial software and ten-key adding machine  
Skilled in gathering data for financial reports and record keeping  
Skilled in following oral and written instructions in English  
Skilled in establishing and maintaining productive working relationships  
Ability to prioritize work and proper documentation techniques  
Ability to perform essential duties with little supervision  
Ability to effectively communicate verbally and in writing  
Ability to type 25 net words per minute

### **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

Work is performed in an office environment. Work may require frequent standing, walking and bending. Incumbents in this classification may be exposed to repetitive motion and vision to monitor.

### **QUALIFICATIONS**

High School diploma or equivalent AND two (2) years experience managing business accounts for a program, department or division.