

**CITY OF ROSEVILLE
JOB SPECIFICATION FOR
ACCOUNT CLERK I/II**

DEFINITION

Performs a variety of accounting clerical duties involving financial record keeping and/or transactions including accounts payable; performs a variety of general clerical activities; responds to requests and inquiries; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

ACCOUNT CLERK I - This is the entry-level class in the Account Clerk series. This class is distinguished from the Account Clerk II by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. They receive immediate supervision from higher level accounting or supervisory staff.

ACCOUNT CLERK II - This is the full journey-level class within the Account Clerk series. Employees within this class are distinguished from the Account Clerk I by the performance of the full range of duties as assigned including the preparation and processing of accounts payable. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level or when filled from the outside, require prior work experience. They receive general supervision from higher level accounting or supervisory staff and may exercise technical supervision over less experienced clerical staff.

EXAMPLES OF ESSENTIAL DUTIES

Posts data to various ledgers, registers, journals and logs according to established account classifications and procedures; researches background information; checks, assembles and tabulates statistical and financial data; assists departments, and employees by providing information and instructions, explaining procedures, and answering questions regarding applicable procedures and methods; interprets and explains rules and regulations; answers questions and resolves problems or complaints; performs a variety of general clerical duties including typing, maintaining files and records, and maintaining supplies; processes and matches purchase orders, packing slips and invoices; researches discrepancies and unauthorized purchases; checks allocations against department budget appropriations, approves for payment; encumbers purchase orders; assigns and/or verifies accuracy of account numbers; verifies status of encumbered purchase orders and related expenditures; receives, verifies and enters into proper accounts all City revenue, fees and miscellaneous service charges; processes incoming mail and payments received by mail; processes

returned mail and address changes; answers routine correspondence; performs a variety of general clerical duties including typing, maintaining files and records and maintaining supplies; assists in other Finance areas as required.

MINIMUM QUALIFICATIONS

ACCOUNT CLERK I

Education/Experience: Any combination of education and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Education: Equivalent to completion of the twelfth (12) grade.

Experience: One (1) year of general clerical experience preferably including some financial record keeping.

Knowledge of: Modern office procedures, methods and computer equipment; principles and procedures of record keeping; basic mathematical principles.

Ability to: Operate a typewriter, calculator, computer terminal and other office equipment; maintain a variety of records and files; type at a speed necessary for successful job performance; perform varied clerical work; perform procedures in an organized and accurate manner; accurately count, record and balance assigned transactions; understand and carry out oral and written instructions; communicate clearly and concisely, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work.

On a Continuous Basis: Know and understand all aspects of the job; analyze technical reports, financial statements, and spreadsheets; identify and interpret technical and numerical information; observe and problem solve operational situations associated with the program activities and/or related assignments; explain regulations and procedures to the general public, representatives of other public agencies, and staff; sit at desk or in meetings for prolonged periods of time.

Intermittently: Reach equipment surrounding desk; perform simple grasping and fine manipulation; see and hear with sufficient acuity to successfully perform all aspects of the job; use telephone and write or use a keyboard to communicate through written means; lift up to five pounds of weight.

Working Conditions: On a continuous basis, work in an office environment.

License or Certificate: Possession of, or ability to obtain, a valid California driver's license.

ACCOUNT CLERK II

In addition to the qualifications for Account Clerk I:

Experience: Two (2) years of general clerical experience including some statistical or financial record keeping.

Knowledge of: Basic bookkeeping principles; principles and practices of financial record keeping and reporting; basic accounting principles and procedures; basic cash handling principles and procedures.

Ability to: Maintain a variety of financial records and files; perform varied accounting clerical work; perform mathematical calculations quickly and accurately; understand, interpret and communicate the principles, rules, regulations, and procedures involved in the area of assignment; accurately count, record and balance transactions; operate a typewriter, calculator, computer terminal, personal computer, and other office equipment; perform in an organized and accurate manner.

Account Clerk I	Account Clerk II
08-15-00	08-15-00
12-23-98	12-23-98
09-09-91	09-09-01
10-01-88	10-01-88
07-01-79	07-01-79
10-30-73	01-08-79
07- -67	10-30-73 Account Clerk I
64 Account Clerk	-65