

## POSITION DESCRIPTION

Account Clerk I

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**Position** .....Account Clerk I  
**Department/Site** .....Fiscal Services  
**FLSA** .....Non-Exempt  
**Evaluated by** .....Associate Director of Fiscal Services  
**Salary Range** .....25

### **Summary**

Performs regularly recurring and standardized duties associated with verifying, reviewing, and entering data to computer-aided financial accounting systems.

### **Essential Duties and Responsibilities**

- Receives and processes bills, claims, expense vouchers, remittances, disbursements and other straightforward and recurring documents related to financial transactions.
- Verifies documents for accuracy and completeness of specific entries and information, maintains a file of documents and posts transactions to the appropriate journals using established data entry formats.
- Calculates totals, discounts, extensions, interest charges, fees, penalties, etc., using specifically defined arithmetic formulas.
- Enters or posts financial information from source documents into established accounting programs. Codes transactions into proper account classification using instruction manuals for support.
- Processes accounting line item fund transfers and charge-backs within and among departments. Posts transfers to the proper account, category, and fund.
- Searches files and records for readily identifiable account information. Lists or tabulates information from documents where knowledge of the subject matter is not required.
- Prepares documents such as invoices, account statements, checks and distributes to others for further action.
- May serve as a cashier, accepting and disbursing funds.
- May prepare bank deposits and reconcile bank statements.
- May sort and deliver incoming departmental mail and prepare outgoing mail including documents transferring to the County Office of Education.
- Performs other duties as assigned that support the overall objective of the position.

### **Qualifications**

#### **- Knowledge and Skills**

- Requires basic knowledge of bookkeeping and accounting practices, clerical and office procedures and methods, business mathematics and recordkeeping.
- Requires a working knowledge of personal computer operations and common office productivity software such as spreadsheets and word processing.
- Requires knowledge of computer-aided data entry programs accompanying accounting systems. Requires skill at entering alpha-numeric data onto a preformatted data entry screen.
- Requires sufficient math skill to calculate totals, percentages, ratios, and portions.
- Requires sufficient human relations skill work as part of a team and cooperatively with internal and external customers.

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### - **Abilities**

- Requires the ability to learn and access the computer-aided accounting data entry programs used by the department.
- Requires demonstrated ability to enter data onto standardized formats using computerized data base programs by using keyboards, basic keyboarding or 10-key skills and calculators. Requires the ability to rapidly perform basic arithmetic operations.
- Requires the ability to post numeric data into proper account classifications.

### **Physical Abilities**

- Incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time and to move about various campus locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires sustained repetitive motions and manual and finger dexterity to write, operate a microcomputer, use a pointing device, keyboard, 10-key pad, and operate other office equipment.

### **Education and Experience**

- A high school diploma, or the equivalent, and two years of recordkeeping, cashiering, or clerical experience.

### **Licenses and Certificates**

- May require a valid driver's license.

### **Working Conditions**

- Work is performed indoors where minimal safety considerations exist.