

## **ACCOUNT CLERK**

### **GENERAL PURPOSE**

The Account Clerk is a para-professional, clerical accounting position which performs accounting and finance-related clerical and administrative functions in support of City accounts receivable, accounts payable, business licensing, transient occupancy tax, and other accounting and bookkeeping activities.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the Senior Accountant.

### **SUPERVISION EXERCISED: None.**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Processes, issues, tracks, and answers questions from the public relating to business licenses.

Accepts, verifies, summarizes, tracks, balances, and records cash receipts; prepares and balances bank deposits; issues cash receipts; in a timely and accurate manner.

Prepares, records, and tracks City billings for services, rents, transient occupancy tax, and other accounts receivable; answers inquiries from the public and City staff concerning the City's accounts receivable records.

Accepts, verifies, codes, and records vendor invoices into City's financial database in an accurate and timely manner.

Verifies that invoices submitted for payment are in compliance with the City's purchasing policy.

Answers telephone and greets public, prepares reports and correspondence; performs other finance-related clerical duties as directed.

Answers inquiries from the public, vendors, payees, City staff and others about the account payable procedures.

Reconciles the City's bank statements, including LAIF accounts.

### **OTHER DUTIES AND RESPONSIBILITIES**

Maintains master signature authorization list.

Prepares monthly Finance Committee packet, distributes, and posts agendas.

Prints and records automated, and manual vendor checks in City's Financial system.

Prepares Check Register report to City Council, and Treasurer; maintains master vendor list; issues annual Forms 1099.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- (A) Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, office machines, bookkeeping/accounting, and electronic data processing; and
- (B) Two (2) years of increasingly responsible related experience in financial record-keeping and related duties; or
- (C) Any equivalent combination of education and experience.

### **Necessary Knowledge, Skills and Abilities:**

- (A) Working knowledge of computers and electronic data processing; modern office practices and procedures; and governmental accounting practices and procedures.
- (B) Skill to proficiently operate listed tools and equipment.
- (C) Ability to perform calculations and analyses accurately; write concise and accurate reports and correspondence; establish and maintain professional relationships with other City staff, management, elected officials, and the public; maintain confidentiality of employer financial records; and work under time pressure and/or with frequent interruptions.

## **SPECIAL REQUIREMENTS**

Must be bondable.

Must possess a valid California driver's license.

## **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and spreadsheet software; 10-key calculator, postage machine, phone, fax and copy machine.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderately quiet.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: 8/14/97

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