

ACCOUNT CLERK

CLASS SUMMARY

Under general supervision – prepare and maintain accurate records of various activities such as posting receipts, deposits; filing, distributing and maintaining reports. Completes basic clerical/accounting functions by making certain that documents are properly extended, have proper authorization and support materials, are properly recorded in computer and that basic accounting procedures have been followed and that supporting documents have been obtained and are properly filed; performs related duties as required.

REPRESENTATIVE DUTIES

Post budget transactions onto finance system; verify amounts and accounts for budget update and verify balanced entries; input budget entries on cash receipt journal, maintain accounts receivable, /accounts payable ledgers; audits invoices, warrants and other financial documents by checking or verifying extensions and comparing with purchase orders as guidelines for processing; learns specialized record-keeping, forms, procedures, and reporting used in particular programs, such as payroll, student body accounts, purchasing or other specialized activities; maintains records and controls on the flow of actions and activities; operates computer, calculators and other office equipment; enters warrant information into the computer terminal; files supporting documents; totals various registers and/or reports; prepares materials and checks for mailing; distributes mail.

ORGANIZATIONAL RELATIONSHIPS

This is the entry level class in the Account Clerk series. This position may be assigned to various departments and reports to assigned administrator or designee.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Any combination of training, and/or experience equivalent to graduation from high school. Some experience in clerical work including typing, filing or other office equipment.

Knowledge and Abilities

Knowledge of: basic arithmetic concepts and application; fundamental methods, practices and terminology used in financial record keeping; fundamental office procedures and operations of office equipment.

Ability to: follow oral and written instructions.

Skills: must complete math, checking & coding skills evaluation. Screening committee will use results as one of the selection criteria.