CITY OF EL CERRITO

ACCOUNT CLERK

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under supervision performs responsible accounting and clerical work involved in the maintenance of accounting and/or statistical records including accounts receivable, accounts payable and payroll, Provides backup clerical assistance on an as needed basis.

DISTINGUISHING CHARACTERISTICS

This class is the entry level into the Accounting series; however, experience in accounting and financial record keeping is required. Primary duties involve performing general accounting and clerical duties independently and exercising discretion within defined guidelines. This class is distinguished from the higher level of Account Clerk – Technician in that Account Clerk Technician is normally expected to oversee the day-to-day components of an operational program, use a significant amount of discretion in day-to-day program decisions, and/or process information on a broad range of operational or organizational issues. This class may occasionally be required to perform administrative support duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Financial Services Manager. May provide guidance to other clerical employees or volunteer staff.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Maintain various ledgers, registers, and journals according to established account classifications.

Prepare billings and related correspondence for accounts receivable; issue delinquent invoice notices when necessary.

Audit various claims for payment.

Reconcile general ledger accounts with various registers.

Prepare payroll from time reports submitted after verifying accuracy of data.

Process outstanding invoices for collection.

Audit invoices, research discrepancies, and post to proper accounts.

Receive, verify and record all moneys received.

Prepare bank deposits.

Answer inquiries.

Essential Functions: (continued)

Receive payments for business licenses, parking permits, and building permits.

Post cash received to appropriate accounts.

Prepare annual business license renewal notices.

Maintain and update records relating to business licenses.

Prepare various accounting records and reports.

Process incoming mail.

Provide information to City staff that may require the use of judgment and the interpretation of policies, rules, or procedures.

Prepare a variety of financial statements and statistical reports.

Provide clerical backup by performing various duties such as telephone and counter reception, typing, and filing.

Prepare journal entries and maintains various accounting records related to accounts receivable.

Perform a variety of general office duties such as typing, proofreading and checking materials for accuracy, completeness and compliance with policies and regulations.

Enter and retrieve data from a personal computer system. Produce periodic or special reports using such technology.

Operate standard office equipment.

Marginal / Non-Essential Functions:

Participate in the preparation of payroll, accounts payable and accounts receivable as well as maintenance and verification of the accounting system.

Monitor vacation and sick leave usage, posting to employee file.

Prepare payroll input for new employees.

Assist in reviewing, calculating, and processing payroll adjustments, auditing and reconciling payroll register.

Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

Principles and practices of financial record keeping.

Municipal accounting system practices and procedures.

Terminology used in financial and statistical record keeping.

Personal computer (PC) spreadsheet and word processing programs.

Basic mathematics.

Ability to:

Maintain accurate financial and statistical records.

Quickly and accurately perform mathematical calculations.

Perform varied clerical work.

Understand and carry out oral and written instructions.

Communicate clearly and concisely both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work independently without detailed supervision.

Be flexible regarding work assignments.

Operate a personal computer.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

A minimum of two years responsible bookkeeping, payroll, accounting, or financial office assistance.

Training:

Equivalent to graduation from high school supplemented with college or business school courses in accounting, bookkeeping and office administration.

Licenses/Certificates/ Other requirements:

Possession of or ability to obtain valid California driver's license.

PHYSICAL DEMANDS

Sitting:	Frequently to Constantly
Standing:	Occasionally
Walking:	Occasionally
Bending:	Occasionally
Crouching:	Occasionally
Stooping:	Occasionally
Kneeling:	Never
Crawling:	Never
Climbing:	Never
Balancing:	Never
Running:	Never
Twisting:	Occasionally
Turning:	Occasionally
Jumping:	Never

Lifting:	
up to 10 lbs:	Occasionally
11 to 25 lbs:	Occasionally
26 to 50 lbs:	Never
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never
Carrying:	
up to 10 lbs:	Occasionally
11 to 25 lbs:	Occasionally
26 to 50 lbs:	Never
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never

Pushing/Pulling:	
up to 10 lbs:	Occasionally
11 to 25 lbs:	Never
26 to 50 lbs:	Never
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never

Grasping – firm:	Occasionally
Finger dexterity:	Occasionally to Frequently
Reaching forward:	Occasionally
Reaching overhead:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Frequently

Coordination	-	Eye-hand:	Occasionally
		Eye-hand-foot:	Occasionally
		Driving:	Occasionally
Talking	-	Face-to-face:	Frequently
		Verbal contact:	Occasionally
		Public:	Occasionally
Vision	-	Acuity far:	Not Required
		Acuity, near:	Required
		Depth perception:	Not Required
		Field of vision:	Not Required
		Accommodation:	Not Required
		Color vision:	Required
Hearing	-	Conversation:	Frequently
		Telephone:	Occasionally to Frequently
		Earplugs:	Never

MENTAL REQUIREMENTS

Interpret instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-

simple, Math skills-complex, Form, Clerical, Compiling, Computing, Copying, Comparing, Speaking-signaling, Taking instructions-helping, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Indoors, Using computer/computer monitor screen, Works around others, Works alone, Works with others.

Rev. 9/2002