

ACCOUNT CLERK - TECHNICIAN

*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

To perform a wide variety of responsible and complex clerical work in support of the payroll function; to process accounts payable and accounts receivable on a regular basis; to provide detailed information and assistance to employees, supervisors and management regarding payroll and benefit programs, policies and procedures, which may require the interpretation, explanation and application of specific policies and procedures.

DISTINGUISHING CHARACTERISTICS

This class is the advanced journey level in the accounting office support series. This single-position class has primary responsibility for maintaining the City's payroll system and producing the bi-weekly payroll for all City employees. Responsibilities including keeping abreast of legislative and negotiated changes that affect the payroll process. This class is distinguished from the experienced class of Account Clerk by the responsibility for processing the City's payroll in addition to processing accounts payable, accounts receivable and the maintenance of accounting records. The Account Clerk Technician is distinguished from Revenue Technician in that for the Revenue Technician position, the primary emphasis is on revenue and the conducting of on-site inspections to City businesses to insure business tax compliance.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Financial Services Manager and other management staff as appropriate. May exercise technical and functional supervision over full-time or part-time clerical staff or volunteers.

ESSENTIAL FUNCTION STATEMENTS

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

Essential Functions:

Process the employee payroll on a bi-weekly basis, including verifying timesheets, entering data into the automated payroll system and running preliminary reports to reconcile any discrepancies and distributing checks to the appropriate departments; ensure that the employee database is current and correct.

Produce a variety of reports, including federal and state taxes, deferred compensation, PERS retirement, medical and dental benefits, etc.; electronically transfer employee deductions and other funds through accounts payable to the various benefit providers.

Process the monthly pension payroll following procedures as outlined above.

Process the annual special payroll, which includes longevity bonuses, uniform allowances and other special payments.

Process accounts payable on a weekly basis, reviewing invoices for proper authorization and coding, entering information into the automated system and distributing checks; maintain up-to-date vendor information.

Process accounts receivable on a weekly basis, entering invoices from all departments and sending out appropriate billings.

Essential Functions: (continued)

Assist employees, supervisors and managers over the telephone or in person; provide detailed information regarding payroll and benefits programs; provide information to vendors, contractors and the public regarding complex financial policies and procedures, which may require interpretation, explanation and application.

Prepare periodic and special financial, accounting and statistical reports; assist in maintaining ledgers, journals and registers.

Word process, proofread and process a variety of documents including general correspondence, memos, and statistical charts from rough draft, voice recordings, or verbal instruction.

Perform a wide variety of general clerical work including the maintenance of accurate and detailed records, verifying accuracy of information, researching discrepancies and recording information.

Maintain an inventory of supplies for copier and printer, including finance forms; ensure that there is sufficient postage on the postage meter.

Marginal Functions:

May participate on City-wide committees.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of public-agency accounting and financial record keeping, including the processing of accounts payable and accounts receivable.

Basic concepts and processes involved in the production of employee, retiree and special payrolls.

Interpretation of detailed department policies and procedures or detailed City-wide policies and procedures. Computer applications, including word processing, spreadsheet and database usage, applicable to the work.

Business mathematics.

English usage, spelling, grammar, and punctuation.

Modern office practices, procedures, methods and equipment.

Ability to:

Produce multiple payrolls in a timely and accurate manner.

Process accounts payable and receivable for all City departments.

Ability to: (continued)

Maintain accurate financial and statistical records.

Produce accurate financial and statistical reports.

Take initiative, exercise discretion and sound judgment in the absence of supervisor or minimal supervision.

Interpret, apply and explain the policies and procedures related to payroll, employee benefits and other financial and accounting functions.

Communicate effectively, both orally and in writing.

Word process and enter spreadsheet data at a speed and with accuracy necessary for adequate performance of assigned duties.

Operate office machines and word processing equipment.

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

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:

Either two years of experience performing duties comparable to those of an Account Clerk with the City of El Cerrito, or three years of accounting office support experience. Experience in preparing employee payroll and in public agency accounting is desirable.

Training

Equivalent to the twelfth grade, including or supplemented by accounting, business, computer or related courses.

PHYSICAL DEMANDS

Sitting:	Frequently to Constantly	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally
Walking:	Occasionally	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Never
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Never	100 + lbs:	Never

PHYSICAL DEMANDS (continued)

Crawling:	Never	Carrying:	
Climbing:	Never	up to 10 lbs:	Occasionally
Balancing:	Never	11 to 25 lbs:	Occasionally
Running:	Never	26 to 50 lbs:	Never
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	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.