

CITY OF FOLSOM

ACCOUNT CLERK

DEFINITION

Under general supervision, perform a variety of general and specialized clerical accounting activities related to the preparation and maintenance of financial and statistical records in a manual or automated environment; obtain and compare information related to department records, programs, and services.

DISTINGUISHING CHARACTERISTICS

The Account Clerk is the experienced/journey level class in the series, fully competent to independently perform the duties. This class is distinguished from the lower classification of Cashier in that the latter is primarily responsible for processing payments and admittance fees. This class is distinguished from the Senior Account Clerk in that the latter serves either as the lead or specialist level in the series.

The Account Clerk differs from the Office Assistant class series in that the primary duties of the Account Clerk involve the application of mathematical skills and ability, and the interpretation and application of rules and procedures requiring sustained, frequent, and intensive use of financial, statistical, and numerical data and information. The Office Assistant class performs a wide variety of general office support duties in which the use of mathematical ability is incidental to their primary function and predominantly performed duties.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Maintain financial and statistical records; prepare or assist in preparing statistical and fiscal reports.
- Make arithmetical tabulations.
- Code, verify, post, and file various financial documents.
- Check data in various documents for accuracy.
- Establish and maintain customer accounts.
- Coordinate lien release documentation and payoff demands with title companies.
- Assist with compilation of budget information including work and time records; gather and summarize information from source documents or computerized reports and arrange in understandable, presentable, or prescribed format.
- Handle money transactions and transactions involving other negotiable items related to department's programs and agency operations.
- Check, balance, and reconcile cash statements and computerized reports.
- Process or assist with the processing of files and documents such as invoices, purchase orders, forms, and other records.

- Operate automated systems to produce letters, reports, summaries, notices, checks, data, spreadsheets, and standardized forms.
- Contact vendors and research past due invoices.
- Perform other clerical duties such as typing, filing, counter and customer service, copying, answering phones, etc.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the “Examples of Essential Duties” section of this specification.

Knowledge of:

- Modern office practices, methods, and procedures.
- Basic mathematics such as addition, subtraction, multiplication, division, decimals, fractions, and percentages.
- Methods, practices, and procedures of bookkeeping, accounts receivable, and accounts payable processes.
- General goals and purpose of the department’s programs.
- Common word processing, spreadsheet, and database software packages.

Ability to:

- Exercise sound judgment when initiating processes, actions, and alternatives within established procedures and regulations.
- Develop and maintain records.
- Interpret computer printouts.
- Make arithmetic computations with speed and accuracy; Calculate solutions to math problems including addition, subtraction, division, multiplication, percentages, decimals, and fractions.
- Compare, transcribe, track, and reconcile information between documents, accounts, and ledgers.
- Enter data quickly and accurately into automated system.
- Operate standard office machines.
- Locate, identify, and correct inaccurate or incomplete information.
- Read English at a level necessary to understand procedure manuals, policy guidelines, software manuals, technical documents, and reports.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Follow written and oral directions and instructions.
- Perform a variety of financial, statistical, and case recordkeeping assignments.
- Prepare and maintain accurate reports and records.
- Perform a wide range of general clerical work.

Minimum Qualifications:

Experience:

Two (2) years of full-time experience in bookkeeping or comparable financial or statistical record keeping work.

OR

Three (3) years of full-time experience as a cashier with responsibility for reconciling and accounting for monies received.

License, Certificate, Registration Requirements:

Possession of, or the ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Information Block

Class Code:

FLSA Status:

Established:

Revised:

Retitled:

Workers Compensation Code

Bargaining Unit: