



JOB DESCRIPTION

ACCOUNT CLERK

DEFINITION

Under the general supervision of the Accounting Manager, performs entry level and clerical accounting work involving the processing and maintenance of various accounting records; issues new business licenses; performs a wide variety of clerical support duties relative to assigned area of responsibility; and performs related duties as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. Types a variety of documents in draft and final form such as correspondence, standard forms, charts, schedules and reports using Microsoft Word and Excel. Performs routine filing of accounting documents such as invoices and canceled checks.
2. Performs routine, entry-level accounting duties involving accounts payable, cash receipts, and other general ledger transactions.
3. Participates in the preparation and maintenance of various accounting and statistical reports, charts, and schedules.
4. Verifies, balances and adjusts business license accounts; assists in the Vacation Rental Program; assists in balancing, checking and correcting accounting discrepancies and errors.
5. Receives and processes applications for new business licenses and vacation rental certificates; processes payments ; mails certificates.
6. Prepares billings for various city departments; types or inputs invoices; labels and stuffs envelopes.
7. Collects monies from bills verifies correct amounts; posts payments in computer system; prepares deposit slips and makes bank deposits.
8. Performs data entry of various financial information into the financial accounting system, spreadsheets, and other accounting projects.
9. Assists and responds to Public Records Requests for the department.
10. Performs other duties as assigned.

QUALIFICATIONS AND SKILLS



JOB DESCRIPTION

- Basic knowledge of record keeping methods and modern office practices and equipment;
- Dependable and highly organized with business maturity, discretion, enthusiasm; and a positive approach to work;
- Technologically literate with strong computer skills including familiarity with Microsoft Word, Excel, Adobe and other commonly used software.
- Good oral and communication skills;
- Ability to follow directions;
- Strong organization skills and record keeping skills with high level of attention to detail;
- Good internet skills including use of e-mail applications.

EXPERIENCE AND TRAINING

A combination of experience and training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be: One year of general or accounting clerical experience, including some statistical or financial record keeping. Education-Equivalent to completion of twelfth grade. Related college-level courses in accounting, finance and/or business highly preferred. Bilingual highly desirable.

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

PHYSICAL CONSIDERATIONS

The role of the Account Clerk may sometimes require physical labor. This labor may include, but is not limited to: Bending, kneeling, sitting, or standing for a variety of time periods; Lifting boxes, files or other office items; Exposure to common office chemicals, such as ink, toner, and cleaning supplies.

10/1/13