



ACCOUNT CLERK

DEFINITION

Under supervision, the Account Clerk performs a variety of intermediate accounting and clerical work related to the City functions of accounts payable, accounts receivable, business license processing, payroll, purchasing, and enterprise accounting; and performs other duties as assigned. Some positions involve heavy public contact.

DISTINGUISHING CHARACTERISTICS

Account Clerk is the journey level classification in the accounting clerical series. This classification is distinguished from the Senior Account Clerk in that the latter classification performs advanced journey level accounting clerical assignments.

SUPERVISION RECEIVED

Supervision is provided by the Financial Services Manager, Accountant and/or Assistant Director of Finance.

SUPERVISION EXERCISED

May provide lead direction to the job classifications of Junior Account Clerk and/or temporary employees.

EXAMPLES OF IMPORTANT AND ESSENTIAL FUNCTIONS

Accounts Payable

Receives and processes invoices and claim forms; verifies claim form with invoice; reviews payments for applicability of Federal and State tax laws; performs data entry by touch on personal computer; interacts with public and other departments to ensure timely payment of City's liabilities; and prepares monthly and quarterly sales-tax returns.

Accounts Receivable

Works with City's banking institution regarding check processing, deposit reconciliation, and balance reporting; prepares daily cash flow statements; reconciles daily revenue with the general ledger and the bank; performs collection activities on delinquent accounts; prepares correspondence and types letters, forms, and other documents; oversees the central cashing function for the City; reconciles direct deposit of City's enterprise facilities; applies payments as directed and maintains an aging of accounts

receivable; and prepares quarterly revenue/expenditure reports of enterprise and governmental funds.

Business License

Assists in the renewal process for business license applications; reviews applications for accuracy; recalculates annual payments; reads and interprets Municipal Code to validate license; originates correspondence with the business community to explain application process; provides helpful and useful customer service both in person and over the phone; performs quick and accurate data entry on specialized software for all renewal applications; assists in special projects, as required; maintains subsidiary ledgers, as needed; operates modern office equipment; uses personal computer to perform word processing, spreadsheet, and specialized functions; and may assist in preparation of water bills and water receipt posting.

Purchasing

Assists in the daily operations of the Purchasing Section; open and sort the daily mail; process all invoices for payment; reconcile and balance the monthly purchasing card statement; prepare the monthly journal voucher to account for all purchasing card transactions; process and track all purchasing requisitions; maintain all purchasing files to include requisitions, purchase orders and purchasing card files; assists in special projects, as required; maintains subsidiary ledgers, as needed; operates modern office equipment; uses personal computer to perform word processing, spreadsheet, and specialized functions; and relates effectively to those contacted in the course of work.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Demonstrated Knowledge of:

Modern office procedures, practices, and equipment, including 10-key calculator; personal computer operating systems and software applications including spreadsheet application; basic bookkeeping and general accounting in a computerized environment; filing, indexing, and cross-referencing methods.

Demonstrated Skills to:

Follow department procedures in routing/processing paperwork; handle details and recognize errors requiring follow-up; organize work and review input for completeness prior to computer entry; prioritize work to meet departmental needs; communicate effectively orally and in writing; work cooperatively and maintain effective relationships with City personnel, the public and the business community; work under pressure of deadlines; be flexible and adapt to changing conditions; work well in a computerized environment; competently operate modern office equipment, including 10-key calculators by touch; meet City's typing standard; read, understand, and interpret a variety of written materials; monitor compliance to rules and procedures; utilize personal computers and computer software to perform word processing, spreadsheet and specialized functions; maintain accurate records according to strict departmental procedure; accurately make change and issue receipts; and exemplify an enthusiastic,

resourceful and effective service attitude with the public, co-workers and others who are contacted in the course of the work.

Ability to:

Learn and apply the City of Livermore's principals, procedures, and practices; and learn specialized computer software programs for use on the job.

Experience, Education, and Training Guidelines:

Any combination of experience, education, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Two years of clerical accounting experience involving financial record keeping, general office, and public contact work. Experience in spreadsheet applications is required. Experience as an account clerk in a governmental environment is desirable.

Education: Equivalent to graduation from high school. College coursework in bookkeeping and accounting is desirable.

Training: Any recent training such as academic courses and certification programs which are relevant to this job classification.

License: May require the possession of a valid California driver's license with a satisfactory driving record as determined by the City.

Other Requirements: Willingness and ability to work scheduled and emergency overtime; travel locally to the bank; and to attend out-of-town meetings and seminars on occasion during work and non-work hours.

Special Requirements: Essential duties require the mental and/or physical ability to read fine print and computer monitors; converse over the telephone and in person; operate a computer, hand-held barcode reader, and 10-key calculators by touch; bend, stoop, stretch, and reach; and safely lift and carry up to 30 pounds.

File: Account Clerk
Job Code: 221
FLSA: Nonexempt
Unit: Municipal Employees' Agency for Negotiation
Revised: 4/2006