



Account Clerk I/II

Definition

To perform clerical accounting and data entry tasks, including preparation, posting, maintenance, and reconciliation of accounting, inventory, and statistical records, and to assist and provide information to City customers, City staff, and the general public via telephone, email, and in person.

The accounts receivable position posts and reconciles daily cash deposits and journal entries. Assists with the preparation and collection of billing for City services. Follows up on delinquent accounts and bad debt. Processes petty cash transactions. Balances cash and prepares bank deposits. Provides billing, payment and other accounting information to customers, vendors, City staff and others, and assists customers with business license applications and payments.

The accounts payable position manages the accounts payable process for the City including receipt, review and approval of vendor invoices. Preparation, review, and verification of purchase orders and related documentation. The position also supports fixed asset and inventory tracking.

Class Characteristics

Account Clerk I – This is the entry level class in the Account Clerk series and is distinguished from the II level by the inability to perform the full range of duties assigned to the Account Clerk II class. Positions in this class typically have little directly related work experience and work under immediate supervision while learning job skills.

Account Clerk II – This is the journey level class in the Account Clerk series and is distinguished from the I level by the ability to perform the full range of duties as assigned with only occasional instruction or assistance. Positions in this class are flexibly staffed and are normally filled by advancement from the I level. The Account Clerk II class is distinguished from the Accounting Technician I class in that more complex and specialized duties and responsibilities are assigned to the Accounting Technician I.

Supervision Received and Exercised

Account Clerk I – Receives immediate supervision from higher level accounting or supervisory personnel.

Account Clerk II – Receives general supervision from higher level accounting or supervisory personnel.

Typical Job Functions

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Post, verify, and balance various accounts. Gather, sort, and research records and files, and trace discrepancies to reconcile accounts.

Perform data entry functions and operate an on-line interactive computer terminal or personal computer. Process cash receipts by use of a bar code reader.

Manage petty cash funds. Receive and process petty cash payments, handle cash and prepare bank deposits.

Explain department policies and procedures related to clerical accounting functions.

Collect, sort, and distribute incoming and outgoing mail and various accounting reports and documents and perform cashiering duties.

Assist with preparation and monitoring of billing for City services. Research and compile relevant information. Follow up on delinquent accounts and bad debt and perform related collection functions as assigned.

Assist with preparation, review and verification of purchase orders, vendor invoices and related documentation. Confirm authorization.

Maintain sub-system and/or subsidiary ledgers. Perform reconciliations of general ledger accounts and prepare reports as required.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as required.

Qualifications

Account Clerk I

Knowledge of:

Basic principles and practices of accounting, arithmetic and basic mathematical calculations, including decimals and percentages.

Modern office procedures and methods, including standard filing, indexing, and cross-referencing, and modern office equipment, including computer systems and business software.

Ability to:

Make mathematical calculations and perform detailed clerical work with speed and accuracy.

Review and proof documents related to department operations, and identify and problem solve office operations and procedures.

Explain department policies and procedures. Process, balance and adjust a variety of fiscal transactions. On a continuous basis, sit at a desk for long periods of time. Intermittently twist and reach office equipment, and bend, squat, kneel, or twist while managing physical files.

Hand write and use a keyboard to draft communications.

Lift or carry weight of 10 pounds or less.

Learn policies and procedures applicable to the processing and maintenance of accounting data.

Work with a diverse population in a tactful and effective manner.

Obtain information through questioning and deal firmly and courteously with the public.

Operate a personal computer in the performance of a variety of clerical accounting and statistical functions.

Type at a speed necessary for successful job performance. Understand and follow written and oral instructions.

Education and Experience

Requires one year of progressively responsible accounting experience, including bookkeeping, complex numerical calculations and/or processing of financial data. Completion of twelfth grade supplemented by college level courses in accounting, finance and business. Associates of Arts degree desirable.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer. Vision to read printed materials and a computer screen, and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Licenses and Certificates

Possession, or ability to obtain, a valid California Driver's License.

Account Clerk II

In addition to the qualifications for Account Clerk I:

Knowledge of:

Department policies and procedures related to clerical accounting functions.

Ability to:

Perform the full range of duties as assigned with only occasional instruction or assistance.

Education and Experience

Two years of progressively responsible accounting experience similar to Account Clerk I in the City of Cupertino.

FLSA: Non-exempt

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