CLASS TITLE: ACCOUNT CLERK II

BASIC FUNCTION:
Under the direction of an assigned supervisor, perform above-average and difficult accounting clerical work involved in the preparation and maintenance of financial and statistical records for an assigned set of accounts such as accounts payable, accounts receivable, payroll or purchasing.

DISTINGUISHING CHARACTERISTICS:
The Account Clerk II classification is the experienced-level classification in the Account Clerk series. Incumbents perform accounting clerical duties of above-average difficulty in an assigned accounting area such as accounts payable, accounts receivable, welfare or purchasing. The Account Clerk III classification is the advanced-level classification in the series. Incumbents perform complex and varied financial and statistical record-keeping duties which require substantial knowledge of County accounting procedures. Incumbents perform a full range of financial duties or are sole financial clerical support for an operational unit. The Account Clerk I classification is the entry-level classification in the Account Clerk series. Incumbents perform routine clerical accounting duties and provide general assistance in an assigned office.

REPRESENTATIVE DUTIES:
Perform above-average and difficult accounting clerical duties; compile, prepare and maintain a set of financial records such as accounts payable, accounts receivable, payroll, purchasing, welfare cases or other County accounts; coordinate assigned accounting activities with other functions.

Verify, balance and adjust accounts; prepare documentation for computer input; assist in resolving computer-related problems.

Post, assemble, tabulate, compare and verify financial and statistical data; receive payments and collect fees; write receipts and maintain appropriate records; maintain and assure accuracy of assigned accounts.

Prepare or check warrants, claims, invoices, requisitions, purchase orders and similar documents; process documents involved in financial transactions including welfare payments.

Prepare and process periodic billings to federal, State and County agencies; post payments to proper accounts and balance.

Compile, prepare and maintain a variety of statistical records and reports of moderate difficulty and complexity; prepare and review various statistical or accounting tables and reports; prepare federal, State and County reports according to established procedures.

Compare, schedule, index and file bills, vouchers, warrants and other records.

Maintain journal accounts; balance, check and correct irregularities.

Receive payments and collect fees; provide information and directions to the public; explain County procedures and requirements; perform research into specific situations and accounts as assigned.

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Receive telephone calls; provide information as appropriate; prepare and send correspondence and notification according to established procedures; open and distribute mail to proper departmental personnel.

Operate a variety of office machines including computer, calculator and typewriter.

Receive and provide information to other County departments and personnel, vendors and various agencies and organizations.

Interpret and apply appropriate accounting rules and regulations; assure accuracy of assigned accounts.

Assist other department staff members such as cashier as necessary to ensure timely and efficient operation; train temporary employees and work program students in the maintenance of accounting records as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Accounting practices and procedures.
Modern office practices, procedures and equipment.
Interpersonal skills using tact, patience and courtesy.
Applicable laws, codes, regulations, policies and procedures.
Oral and written communication skills.
Technical aspects of field of specialty.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Record-keeping techniques.
Operation of a computer terminal.
Telephone techniques and etiquette.

ABILITY TO:
Learn to interpret, apply and explain laws, codes, regulations, policies and procedures.
Add, subtract, multiply and divide quickly and accurately.
Apply bookkeeping and financial record-keeping principles to the maintenance of fiscal and accounting records of above average difficulty.
Perform clerical work of above average difficulty.
Learn office policies, rules and practices.
Understand and follow oral and written directions.
Meet schedules and time lines.
Plan and organize work.
Prepare and maintain records and reports.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Establish and maintain effective working and cooperative relationships with others.
Analyze situations accurately and adopt an effective course of action.
Operate a variety of office machines including computer, calculator and typewriter.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: one year experience at the level of an Account Clerk I.

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LICENSES AND OTHER REQUIREMENTS:
Some positions in this classification may be required to possess a valid California driver's license.

WORKING CONDITIONS:

Office environment; subject to constant interruption.

Physical abilities required include dexterity of hands and fingers to operate standard office equipment and computers, bending and reaching to retrieve and maintain files, hearing and speaking to exchange information, and sitting for extended periods of time.