



JOB DESCRIPTION

JOB TITLE: Accounting Clerk

SUPERVISION RECEIVED: Reports to and works under the general supervision of the Finance Supervisor, Manager or Director who verifies work to ensure compliance with departmental policies and procedures.

SUPERVISION EXERCISED: This is a non-supervisory position. Lead work/coordination of the work of others is not a typical function assigned to this position.

POSITION SUMMARY:

Performs bookkeeping and data entry duties. Assignments may include maintaining computerized billing systems, cost and payable records. Performs related work as required.

ESSENTIAL FUNCTIONS/ DUTIES & RESPONSIBILITIES

The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

- Employ a variety of bookkeeping methods; post, balance, and maintain manual and computerized accounting records in an accurate and efficient manner.
- Assists in the preparation of accounting records, summaries, report creation and generation as needed.
- Reconciles and records receipts, incoming cash, fees presented for payment and other fiscal transactions. Prepares, pays and files purchase orders.
- Prepares daily work sheets to report bank account transactions.
- Prepares and reconciles various financial reports.
- Operates standard office machines and computer terminals.
- Cross trains staff on Accounting Clerk duties as required.
- Maintains confidentiality of agency, vendor and other information as applicable.
- Regular attendance, punctuality and adherence to work schedule.
- Consistently maintains a professional and courteous manner. Ability to work effectively and harmoniously with agency staff and the general public.
- Accepts and performs other work as assigned.

QUALIFICATIONS & REQUIREMENTS

EDUCATION AND EXPERIENCE:

High School diploma or equivalent plus additional college or business school training in bookkeeping or accounting. Minimum of 3 months experience with bookkeeping software; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and application of bookkeeping principles and practices; knowledge of office methods and procedures; ability to make independent judgments in implementing established procedures; familiarity with the use of standard office equipment and software including MS Excel. Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately.

SPECIAL REQUIREMENTS:

Must pass a criminal history background investigation; however a conviction of a crime may not necessarily disqualify an individual from this classification.

WORK ENVIRONMENT/ WORKING CONDITIONS/ PHYSICAL DEMANDS

The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Usual office working conditions. Typically exposed to office noises and interruptions such as printers, telephones, clients. In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to handle, or feel objects, or controls; and reach with hands and arms.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature: _____

Printed Name: _____ Date: _____