GENERAL PURPOSE

Under direct supervision of the Finance Director, the Senior Account Clerk assists in the operations of the City’s finance activities; performs bookkeeping and advanced clerical work.

DISTINGUISHING CHARACTERISTICS

This is the advanced level in the clerk classification series and is characterized by the performance of a variety of more complex duties within a framework of established procedures and with occasional instruction and assistance.

ESSENTIAL FUNCTIONS

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Responsible for accounts receivable, and accounts payable; all purchasing for administration department; keeps financial records and processes documents involving financial transactions.

Reviews documents for proper expenditure or revenue classification; reconciles band and other control statements; prepares worksheets on expenditures, receipts and the status of funds.

Performs basic arithmetic calculations, calculating totals and sub-totals; prepares various financial and statistical reports; bank deposits; manages Calcard program; prepares bills for miscellaneous services and reimbursements.

Operates a variety of office equipment including a computer, typewriter, copier, calculator, and facsimile machine; utilizes various computer applications and specialized software packages.

Performs related duties as assigned.

QUALIFICATIONS

Any combination of education and experience that provides the required knowledge, skills and abilities to perform the essential job duties of the position is qualifying.
Knowledge, Skills and Abilities:

Knowledge of
Basic budgetary and bookkeeping methods; governmental accounting procedures; general office methods and procedures; correct business English usage, spelling, grammar, and punctuation.

Modern office practices, procedures and office equipment operation.

Basic arithmetic, numeric and alphabetical filing systems; data processing systems and applications

Skills/Abilities
Read and interpret City rules and regulations; work with minimum supervision; maintain, classify, and interpret a variety of financial and clerical information; make arithmetic computations rapidly and accurately.

Operate various office equipment including a computer, calculator, telephone, portable radio, copying machine and cash register; type 45 net words per minute; understand and carry out oral and written direction.

Respond to the public’s and staff’s requests for assistance both on the phone and in person; prepare routine narrative reports, perform mathematical calculations, count money and sort/file documents.

Use and edit correct English grammar, punctuation, and spelling; routine clerical duties such as telephone reception, counter assistance, typing and filing.

Establish and maintain effective working relationships with the public and those contacted in the course of the work.

Perform other duties as assigned.

Education and Experience:
Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education
Graduation from high school, or equivalent (G.E.D. or California Proficiency Certificate).

Experience
Three (3) years of accounting or bookkeeping experience, preferably with one (1) year in a governmental agency.

Licenses/Certificates
Possession of a valid California Class C driver’s license.

Physical Demands and Work Environment

Physical demands
The physical demands described are representative of those that 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.
Employee is regularly required to sit at a desk long periods of time; stand at the front counter; talk or listen in person and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Lift up to 15 pounds. Intermittently, twist to reach equipment surrounding desk; walk and climb stairs to other departments; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile. While performing duties, the employee is regularly required to use written and oral communication skills; know and understand laws, regulations and procedures; remember personnel rules, and explain policies and procedures; interact with City management, other governmental officials, employees and the public.

**Work environment**

Characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job indoors, the work environment is generally in a temperature controlled office. Noise levels in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens and telephones and other office equipment.

Department: City Manager
Classification: General
FLSA Status: Non-Exempt
Revised: 7/1/2013