

## ACCOUNTING CLERK

### **PURPOSE AND NATURE OF WORK**

Positions in this class are responsible for processing accounts payable, receivable, inventory and property transaction records, or assisting in the budgetary and control process. Incumbents work with relative independence within established procedures, but refer unusual problems to technical supervisors, and are not supervisory positions.

### **ILLUSTRATIVE EXAMPLES OF WORK** (Note: All duties performed by any single incumbent may not be listed, nor does any incumbent perform all of these examples.)

Receives invoices or material receipts, ensures proper signatures are obtained, and that account numbers, tax codes, etc. are correct. Mails checks, balances vendor statements, ensures that complete and proper records of transactions are kept.

Reviews reports of historical utility consumption, identifies unusual or absent meter readings, decides if repeat readings are requested, prorates billing information, makes adjustments to accounts, calculates bills. Maintains and balances control ledger for utility account transactions and other receivables.

Processes purchase orders, direct pay requisitions; records received and issued supplies and materials, maintains accounts, balances purchase orders and/or purchase requisitions with records of supplies and materials. Maintains necessary records, conducts inventories.

Reviews requisitions, verifies account numbers, budget allocations, compiles reports, and prepares monthly budget reviews for each division.

Perform related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES AND SKILLS**

Knowledge of basic bookkeeping principles and practices.

Knowledge of utility billing process, materials and methods.

Knowledge of government budgetary and control process, materials and methods.

Knowledge of government accounts payable or receivable process, methods and materials.

Knowledge of computer applications related to area of assignment.

Ability to understand interrelationships of and prepare fiscal reports related to accounts payable, receivable, inventory and budgeting.

Ability to perform arithmetic computations with speed and accuracy.

Ability to establish and maintain effective working relationships with employees and public.

Skill in the use of business calculators.

### **DESIRABLE TRAINING AND EXPERIENCE**

Completion of high school supplemented by additional specialized training in bookkeeping or accounting, and experience in government and utility accounting or an equivalent combination of education and experience.