

CITY OF LOS BANOS

Job Description

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| POSITION TITLE | ACCOUNTING CLERK I ACCOUNTING CLERK II |
| DEPARTMENT | FINANCE |
| EMPLOYMENT CATEGORY | REGULAR |
| EMPLOYMENT LEVEL | STAFF |

DEFINITION

To perform a variety of clerical accounting duties in support of specific assigned functional areas; to support other accounting staff; to prepare, maintain, and process accounting records and financial transactions; and to provide internal and external customer service.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Finance Director and general supervision from other personnel as assigned. Accounting Clerk II may exercise general supervision over personnel as assigned.

DISTINGUISHING CHARACTERISTICS

Accounting Clerk I:

This is the entry level class in the Accounting Clerk series. Positions in this class typically have some related work experience. The Accounting Clerk I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned. Unless a position is permanently allocated to the level I due to the nature of work, employees are expected to promote to the II level after meeting performance expectations.

Accounting Clerk II:

This is the journey level class in the Accounting Clerk series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Receive, open, and process incoming mail and payments.

- Provide customer service at the counter, by telephone, or e-mail; receive and post cash receipts; balance daily cash drawer.
- Assist the public and City employees by answering inquiries about departmental policies and procedures related to utility billing, accounts payable/receivable, and other services.
- Provide clerical support to department staff; make copies of documents as needed; handle correspondence by typing memoranda, letters and reports as required; distribute correspondence, and process incoming and outgoing mail.
- Review invoices for complete and accurate coding, taxes, discounts and totals; match invoices to purchase orders; allocate purchases to correct accounts.
- Maintain records of monies received; post to ledgers and balance accounts; assist in preparing financial statements; complete bank deposit documentation.
- Process work orders, change of address, change in service, and set up and terminate accounts.
- Maintain a variety of files, forms and miscellaneous documents and materials.
- Accurately perform mathematic calculations and verify totals.
- Research, prepare, tabulate and maintain a variety of financial records and reports.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Maintain a safe and effective work place.
- Maintain and restock office supplies.
- Perform other related duties as assigned.

Accounting Clerk I

Knowledge of:

- Modern office procedures, methods and computer equipment.
- Basic methods of record keeping, including personal computer uses related to spreadsheet and database applications.
- Basic knowledge of accounting and standard bookkeeping practices and procedures.
- English usage including spelling, punctuation and grammar.
- Principles of business mathematics.
- Principles and practices of customer service.

Ability to:

- Perform the essential functions of the position in a responsible and professional manner
- Learn and maintain knowledge of accounting, filing, and other City business practices.
- On a continuous basis, sit at desk and/or stand at counter for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and intermittently carry weight of 10 pounds or less.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Open and close utility accounts; receive and input payments and deposits.
- Exercise independent judgment and work with minimum supervision.
- Develop and maintain good working relationships with outside agency contacts.
- Manage difficult situations by displaying assurance under pressure.
- Interpret pertinent laws and City department policies and procedures.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Spell accurately.

Minimum Qualifications:

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class C driver license.
- One (1) year of work experience that involved providing customer service.
- Type at a speed of 40 NWPM.

Accounting Clerk II

In addition to the qualifications of an Accounting Clerk I:

Knowledge of:

- Principles and practices of accounting and financial/statistical record keeping.
- Basic practices of handling cash and various methods of payment.

Ability to:

- Independently perform difficult and responsible clerical accounting work involving financial and related statistical record keeping.
- Respond to and assist in resolving difficult and/or sensitive inquiries related to financial accounting records and processes.
- Perform complex accounting support duties within the City's accounting system including areas of utility billing, accounts receivable, and business licenses.
- Maintain records of receivables; prepare invoices; prepare monthly billings for miscellaneous charges including airport rental spaces and other services.
- Research background information, compile and prepare a variety of statistical and financial reports.
- Audit and maintain files and records; prepare periodic reports.

Minimum Qualifications:

- Two (2) years of experience equivalent to Accounting Clerk I or similar position.

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