



Account Clerk I

JOB CHARACTERISTICS

Purpose

Perform clerical accounting work within Finance and Management Services Department to ensure timely and accurate payment for all of the City's financial obligations; or that payments due the City are accurately recorded and timely processed when received and that returned checks are expeditiously processed. Performs related and other work as required, all within the context of the City's Mission of providing responsive, cost effective, and innovative local government services through a collaborative effort with the community to make Concord a city of the highest quality.

Equipment, Methods & Guidelines

Typically uses computer, calculator, typewriter, telephone, fax, copier, and standard and customized software. Resource materials include rules, regulations, directives, policies and procedures as contained in both City and other agency documents and manuals.

Working Conditions

Office setting; standard workweek and hours are typical. Work includes pressure generated by deadlines, volume of work and frequent interruptions.

Physical Demands

Work includes moderate lifting; carrying, pulling, pushing, stooping, reaching and sitting; manual dexterity; speech, visual, and hearing acuity. Includes sustained periods of computer operation, including data entry.

Supervisory Guidance Received/Given

Reports to Program Manager. Supervision received consists of written and oral instructions intended to define objectives and problems and to prescribe detailed methods for achieving objectives. Day to day lead direction, including policy interpretation, training, and work assignments and priorities is provided by the Lead Account Clerk or as appropriate by a senior level account clerk.

Allocation Factors/Distinctions

This is the entry level classification in the Account Clerk series. Positions in this class are distinguished from other general clerical classes based on the assigned clerical accounting activities. The complexity of assignments and degree of independence distinguish positions in this class from those in the Accounting Clerk II classification. Incumbents assigned to the Treasurer's Office may be deputized to Act for the elected Treasurer in delimited circumstances.

EXAMPLES OF DUTIES

1. Posts, adds, computes, compares a variety of financial accounting and statistical information.
2. Assembles, records, types and files a variety of financial and statistical data.
3. Assists in researching records and providing factual data from the information on file.
4. Operates office equipment such as a calculator, typewriter, CRT display screen and keyboard, telephone, copier, and cash register.
5. Provides relief and backup assistance for position incumbents in the Account Clerk classification series.
6. When assigned to the Accounts Payable section, duties will typically include, but are not limited to:

Processes recurring payments; checks entries, amounts and PBB account numbers; obtains authorization and posts PBB account numbers for payment; assigns vendor numbers; checks fund availability for purchase orders.

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7. When assigned to the Payroll section, duties will typically include, but are not limited to:
Processes payroll for Limited Service employees; audits time cards for accuracy and compliance with MOUs, Policies and Procedures, and FLSA; audits payroll report and check register; calculates manual checks as necessary; inputs sensitive payroll related personal data into payroll data system.
8. When assigned to the Accounts Receivable section, duties will typically include, but are not limited to:
Coordinates with HR and payroll on retiree medical billings; updates medical invoices to reflect current premiums and co-payments; processes City claims for property damage; calculates and bills witness fees for police officer subpoenaed appearances; participates in preparation of supporting documentation for small claims actions; coordinates payment of Pavilion performers; processes rent billings and maintain records for City owned properties; balances daily cash; and electronically transmits payroll auto deposits and verifies totals.
9. Promotes the City's Mission to make Concord a city of the highest quality by providing responsive, cost-effective, and innovative government services; understands and subscribes to the Vision and Values Statement adopted by the City.

DESIRABLE QUALIFICATIONS

Knowledge and Abilities

Working knowledge of modern office procedures and practices; of basic bookkeeping; of filing, indexing, and cross-referencing methods. Ability to prepare and maintain accurate records; to learn and apply the practices and procedures pertaining to the work; to work for sustained periods performing data entry operations; to perform machine calculations with speed and accuracy; to learn the policies and procedures pertaining to the work; to understand and carry out oral and written instructions; and to establish and maintain cooperative relationships with those encountered in the course of work.

Typing Skills

Ability to type at a speed of 40 net words per minute from clear printed copy.

Education/Experience

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. Generally this will require:

Education: Completion of the twelfth grade or the equivalent.

Experience: One year of bookkeeping or statistical record-keeping experience.

Other Requirements

A California Driver's License and a satisfactory driving record are conditions of initial and continued employment.