



INTERMEDIATE ACCOUNT CLERK

FC: FA265
PG: CLK-III

PC: 021
BU: 2
April 2000

DEFINITION

Under general supervision, performs a variety of routine to difficult accounting clerical work such as funds control, payroll, accounts payable or receivable and cash collection; performs related work as assigned.

CLASS CHARACTERISTICS

Intermediate Account Clerk is the journey level class of this series, fully competent to perform a variety of accounts payable, payroll, funds control, cash collections recordkeeping and related work. This class is distinguished from the general office support classes in that responsibilities relate specifically to the processing, audit, review and reconciliation of accounting and financial information.

EXAMPLES OF DUTIES

Receives and matches invoices for payment processing; verifies invoice information such as quantities and types of items ordered and purchase order numbers; confers with invoice originator or vendor on questions regarding invoice processing; prepares journal entries and supporting documents to record accruals of expenses; makes correcting accounts payable entries, as required; processes matched invoices for payment utilizing appropriate computer input documents; maintains records of processed payments; reviews, processes and prepares payroll calculations; operates check signing machine for payroll purposes; prepares state and federal forms for periodic tax deposits; prepares quarterly reports of employee earnings; maintains records of employee benefits; reviews computer printouts to assure accuracy of payments and adjustments on insurance billings; researches and corrects errors appearing on payroll error reports; processes requests for payments on various insurance programs; maintains records on payroll processing and insurance billing activities; posts daily cash reports for Treasurer use in daily investments of District monies; drafts letters of instructions for transfer of District funds to appropriate banks following Treasurer's guidelines; maintains list of securities purchased and sold; calculates interest and due dates on new securities purchased; reconciles and corrects errors in daily cash collection reports; verifies and reports discrepancies between gross and net daily currency and coin counting; informs management of insurance variances on cash collection reports.

QUALIFICATIONS

Knowledge of:

Double-entry bookkeeping and accounting clerical procedures related to payroll, accounts payable, cash collection, and the maintenance of numerical and statistical records;
On-line data entry concepts related to the processing of payments, compilation of payroll, and other accounting transactions;
Cash handling and balancing methods;
Standard office procedures, including filing methods;
Operation of standard office equipment, including a typewriter and personal computer.

Skill in:

Posting, verifying, compiling and reconciling figures based on acceptable accounting office procedures;
Using a calculator or an adding machine and a personal computer;
Completing forms accurately and completely;
Using independent judgment within established guidelines;
Prioritizing work, coordinating several projects at one time and meeting critical deadlines;
Making accurate arithmetic calculations including addition, subtraction, multiplication, division, fractions and decimals with speed and accuracy;
Maintaining accurate records and files;
Typing at a rate of 35 words per minute from printed copy;
Maintaining attention to detail despite interruptions;
Establishing and maintaining effective working relationships with those contacted in the course of the work;
Understanding and applying basic accounting provisions of agreements, contracts, correspondence and pertinent laws and regulations.

Other Requirements:

Positions assigned to the cash handling function may be required to lift and carry bags of coins weighing up to 50 pounds.

MINIMUM QUALIFICATIONS

Education:

Possession of a high school diploma, GED, or equivalent. College or business school course work in basis business and bookkeeping is desirable.

Experience:

Two (2) years of experience involving preparation and maintenance of accounting or financial records.