

ACCOUNT CLERK, SENIOR

KIND OF WORK

Accounting and administrative support work.

NATURE AND PURPOSE

Under general supervision/procedural control, provides the accounting services necessary to initiate and complete a functional phase of a major transactional accounting operation and/or provides lead work direction to co-workers; performs related work as required.

Although these positions are still involved in the transactional aspects of accounting, there is a noticeable shift from the "how to" aspect of transactions to "what do the numbers mean" - some analysis of the numbers and the process that produces them. When little or no analysis of the transactions is evident in the position, then lead work, which typically exemplifies the greater use of initiative, independent judgment, and application of greater specialized training, is often the key element for allocation to the senior level. The Accounting Technician is differentiated from the Account Clerk, Senior class by its semi-professional accounting work, less emphasis on transactional matters, and greater responsibility for the analysis and preparation of accounting records and reports.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Administers a functional phase of a departmental fiscal operation by independently keeping records and reports and responding to requests for information based on substantial knowledge of accounting procedures/coding; by reviewing, posting, coding and approving payment and processing documents; by implementing minor procedural and transactional changes in the fiscal operation; by reviewing and reconciling account discrepancies on a timely basis; and by advising supervisor of status of account balances.

Prepares and maintains budget, inventory, procurement, personnel and other record systems to ensure accuracy of data and conformance with policy by monitoring, collecting and analyzing data and identifying and adjusting for potential problems.

Develops/recommends, improves and installs work procedures and forms by applying knowledge of accounting procedures and policies and recommending procedural revisions in response to new systems, imposed policies, or identified needs.

Schedules, distributes/balances and guides the work assignments of co-workers to assist supervisory staff by using established work flow/ assignment procedures and guidelines.

Trains co-workers, as directed, in specific task and job practices and procedures to improve and maintain the performance levels of these employees by communicating timetable and quality standards for tasks and by instructing them on procedures/coding.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Accounting procedures sufficient to post, code and process accounting documents.

Basic accounting and business principles sufficient to monitor, collect and analyze data and implement minor procedural and transactional changes in fiscal operations.

Arithmetic and mathematics sufficient to compute the totals, averages and percentages of numerical data and to check or reconcile data.

Office procedures, methods, equipment, a variety of financial software products, and the state's accounting system sufficient to input and access information in computer systems and identify and adjust for potential problems.

Law, policies, procedures and Legislative Auditor and Department of Finance requirements for handling and depositing state funds.

Ability to:

Use a variety of office equipment such as calculators, personal computers and scanners.

Read and comprehend a variety of materials and follow detailed instructions.

Provide courteous and efficient service and communicate effectively with internal and external customers sufficient to explain policies and procedures and deal with complaints from clients who may be hostile, confused or agitated.

Est.: 6/66  
Rev.: 7/69, 11/71, 7/73, 3/84, 6/00, 4/12

T.C.:  
Former Title(s):