

CITY OF CLEARLAKE

ACCOUNT CLERK I/II

DEFINITION

Under general supervision, to perform a variety of accounting and bookkeeping work involved in processing, maintaining and receiving accounting and bookkeeping records in the areas of accounts receivable, accounts payable, payroll areas; and to perform general office clerical work, difficult and responsible grant accounting support and administrative work in the preparation and processing of grant applications and maintenance of grant accounts receivable, reimbursements and other financial records and provides information to grant participants, consultants, and contractors to implement and carry out grant programs, projects and activities.

SUMMARY DESCRIPTION

Under supervision (Account Clerk I) or general supervision (Account Clerk II), performs a wide variety of responsible clerical and technical accounting work involved in performing financial record keeping and reporting duties in support of assigned accounting system, function, or program area including in the areas of billing, accounts receivable, accounts payable, payroll, business licenses, and revenue collection and cash management; provides information and assistance to the general public and City departments; maintains file and records; and performs a variety of clerical tasks relative to assigned area of responsibility.

This is a broad classification with individual positions assigned to specific functional areas, duties and assignments may overlap depending on the operational needs of the department and staffing levels.

DISTINGUISHING CHARACTERISTICS

Account Clerk I - This is the entry-level class in the Account Clerk series performing the more routine and less complex clerical accounting support and customer service assignments while learning City policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Account Clerk II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. This classification is flexibly staffed with Account Clerk II. Advancement to the "II" level is based on demonstrated proficiency in performing the assigned functions and is at the discretion of higher level supervisory or management staff.

Account Clerk II - This is the full journey level class within the Account Clerk series. Employees within this class are distinguished from the Account Clerk I by the performance of the full range of clerical accounting support duties as assigned including performing the full scope of clerical financial record keeping transactions,

customer service functions, and related support duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and are generally filled by advancement from the “I” level, or when filled from the outside, require prior experience. Advancement to the “II” level is based on management judgment and/or certification or testing that validates the performance of the full range of job duties. This classification will encumber grant accounting and administrative work in the preparation and processing of the grant applications and maintenance of grant applications and grant receivable, information, reimbursements and other financial records. This classification is distinguished from the Senior Account Clerk in that the latter is responsible for the more complex and difficult technical duties within the area of assignment and may provide lead direction to other Account Clerk positions.

SUPERVISION EXERCISED

Exercises no supervision

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Maintains and reconciles a variety of ledgers, reports and account records, prepares, posts, adjusts, balances, and reconciles transactions to various ledgers, registers, journals, and logs according to established accounting techniques and procedures; examines and corrects accounting transactions to ensure accuracy.

Receives, sorts, and organizes a variety of financial documents including bills, invoices, and payments; review documents received for accuracy and completeness.

Receives and reviews payroll records ensuring compliance with City policies, procedures, and regulations; reviews, verifies, processes and calculates payroll data; processes and calculates a variety of payroll actions including wage garnishments, benefits withholding, and overtime hours; perform payroll data entry including payroll changes such as new hires, retirements, and termination; assists in the distribution of payroll checks; prepare and balance payroll reports.

Prepares payroll and all related payroll reports including tax deposits, quarterly reports, and W – 2’s; balance and prepare payroll taxes for State and Federal quarterly and annual returns.

Sorts, audits, matches, and distributes invoices from vendors and service providers; confers with vendors regarding purchase orders, invoices and payments; process invoices for approval for payment; prepare payments for mailing.

Participates in the full range of accounts receivable activities; prepares and processes invoices for municipal taxes, licenses, and fees; receive revenue; prepare bank deposits.

Contacts delinquent account and non- – sufficient check customers for payment; prepares delinquent notices and letters

Coordinates scheduling and conduction of Loan Committee meetings, prepare and maintain agendas and minutes of meetings, maintain loan files, develop and maintain loan tracking system to ensure timely review, analysis and collection of grant related loans.

Prepares and maintains a variety of financial statements, records and reports including personnel records, fixed asset records, inventories, new vehicle registration, credit report applications.

Franchise Tax reports, Transient Occupancy reports. PERS reports, and State Compensation Insurance Fund reports; gathers, checks, and tabulates data used in the preparation of records and reports.

Reviews business license applications; collects revenues; issues licenses; conducts follow up on renewals.

Inputs and retrieves a variety of fiscal and statistical information using a computer terminal; verifies reports generated by the computer.

Performs a variety of general clerical duties including typing, maintaining files and records, processing mail and ordering supplies; distribute mail and supplies to appropriate departments.

Assists customers, departments, and employees by providing fiscal information, explaining procedures, and answering questions.

Maintains, monitors, and reconciles petty cash fund.

Account Clerk II – Additional Duties

Maintains records and ensures proper preparation of grant reports.

Gathers, organizes, analyzes, maintains, and presents a variety of data required for securing and administering grants.

Ensures proper development and maintenance of detailed fiscal and program records for grants; discusses grant requirements and progress with funding agencies; monitor grants to ensure and determine on-going compliance of grants; performs special projects and financial support work related to grants.

Reconciles grants monthly, review cost information, verify grant related invoices, reimbursement requests, contracts, pay estimates, payroll data, purchase orders, check requests and receiving documents; verify coding accuracy, correct project numbers,

contract numbers, appropriate authorizations, and signatures in accordance with grant and City compliance requirements.

Monitors and administers contracts and agreements; coordinates with grant participants, consultants, and contractors to carry out grant activities.

Assists in developing various grant programs and projects.

Develops and maintains grant tracking system and data to ensure compliance with deadlines for expenditure of grant funds, reporting and completion of grant activities, projects, and programs.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and procedures of financial record keeping and reporting.

Basic principles and practices of payroll administration record keeping and reporting.

Generally accepted accounting and bookkeeping principles and procedures and their application to basic accounting traditions.

Modern office methods, procedures and equipment including computer equipment.

Arithmetic principles applied to financial record keeping.

Skill to:

Operate modern office including computer equipment and ten keys.

Type and enter data at a speed necessary for successful job performance

Ability to:

Learn Federal and State payroll tax reporting requirements.

Interpret and apply bookkeeping and principles and procedures involved in maintaining the control of records and preparing financial statements.

Prepare and maintain a variety of routine financial statements, reports, records and files.

Make mathematical calculations quickly and accurately.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Account Clerk I

Education/Training:

Equivalent to the completion of the twelfth grade. Additional education is highly desirable.

Experience:

Two years of increasingly responsible experience in the maintenance of financial and related statistical records.

Account Clerk II

A typical way to transition into the Account Clerk II position is two years of increasingly responsible experience in the maintenance of financial and grant related statistical records. Related experience is typically obtained in the Account Clerk I position and may be at the discretion of the Director of Finance, with approval by the Personnel Officer.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment.

Effective Date: , 2022