



JD Revision Date: October 1, 2025

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| Title | Account Clerk I |
| Reports To | Finance Director |
| Bargaining Unit | Kerman Miscellaneous Employees Association (KMEA) |

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| Definition | To perform financial and administrative clerical duties that involves posting, checking entries and balancing accounts in an accounting system; to perform a variety of tasks in the preparation of utility bills; and to do related work as required. Must demonstrate commitment, dependability and respect for other employees with regular attendance, punctuality and adherence to agreed-upon schedule of availability. |
| Distinguishing Characteristics | Work under close supervision performing a group of repetitive or closely related duties according to established procedures. While a variety of tasks may be assigned, each step usually fits a pattern which has been observed and reviewed both during its performance and upon completion, and changes in procedure or exceptions to rules are explained in detail as they arise. |
| Examples of Duties | <ul style="list-style-type: none">• Maintain general and subsidiary ledger records according to established account classifications.• Post entries from supportive records and balance against other records.• Process and/or provide backup support for processing accounts payable and receivables, purchase orders, dog license billings and invoicing and collection of funds.• Serve at public counter collecting service payments and license fees; make change; count cash and verify receipts; make daily bank deposits.• Accurately record data changes to customer accounts such as names and address, phone numbers etc. in a timely manner.• Utilize spreadsheets and accounting software programs; enter, post, verify, handle and retrieve a wide variety of routine financial data.• Processes incoming and outgoing mail.• Assists with water shut off processes.• Participate in the assignment of appropriate billing rates for utility and other municipal services; make adjustments and corrections on accounts.• Provide accurate and timely information and assistance to managers and employees.• Post charges to accounts.• Assist in departmental budgetary control.• Participate in the assignment of appropriate billing rates for utility and other municipal services; make adjustments and corrections on accounts.• Prepare, stuff and mail monthly utility statements.• Performs other related duties as required |

Qualifications

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| Knowledge Of | <ul style="list-style-type: none">• Modern office practices and procedures.• Proficient in Excel and Word.• General accounting procedures |
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| Ability To | <ul style="list-style-type: none"> • Have well developed communication skills, both verbal and written. • Accurately provide data entry. • Provide organization and teamwork skills. • Work independently and follow through to achieve results. • Work with software related to accomplishing the accounting functions, including spreadsheets and various computer applications • Perform clerical work, office and accounting procedures. • Understand and carry out oral and written instructions. |
| Education | Equivalent to the completion of twelfth grade. Supplemented courses in bookkeeping preferred. |
| Experience | Two years of clerical and cash handling experience. |

Special Qualifications

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| Driver's License | Possession of a valid California Class C Driver License is required. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis. |
| Bilingual | Proficient in Spanish |
| Physical Demands | Light work in an office setting. Lifting, carrying and/or pushing 25 pounds maximum |
| Probationary Period | Twelve (12) months |



JOB DESCRIPTION

JD Revision Date: October 1, 2025

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|---------------------------------------|--|
| Title | Account Clerk II |
| Reports To | Finance Director |
| Bargaining Unit | Kerman Miscellaneous Employees Association (KMEA) |
| Definition | To perform financial and administrative clerical duties that involves posting, checking entries and balancing accounts in an accounting system; to perform a variety of tasks in the preparation of utility bills; and to do related work as required. May provide direction to Account Receptionist or Account Clerk I. Must demonstrate commitment, dependability and respect for other employees with regular attendance, punctuality and adherence to agreed-upon schedule of availability. |
| Distinguishing Characteristics | Work under general supervision and, within the framework of established procedures to perform a wide variety of accounting duties with only occasional instruction or assistance. Requires the knowledge of departmental procedures and precedence, and the ability to choose among a limited number of alternatives in solving routine problems. Expected to work productively even in the absence of supervision. Work is normally reviewed only on completion and for overall results. |
| Examples of Duties | <ul style="list-style-type: none">• Maintain general and subsidiary ledger records according to established account classifications.• Post entries from supportive records and balance against other records.• Primary processor for accounts payable and receivables, purchase orders, invoicing and collection of funds.• Processes Building Permits.• Process Business Licenses and perform annual business verification of business requesting payment.• Process accounts payable vendor 1099's annually• Serve at public counter collecting service payments and license fees; make change; count cash and verify receipts; make daily bank deposits.• Accurately record data changes to customer accounts such as names and address, phone numbers etc. in a timely manner.• Utilize spreadsheets and accounting software programs; enter, post, verify, handle and retrieve a wide variety of routine financial data.• Processes incoming and outgoing mail.• Principal contact for water shut off processes.• Participate in the assignment of appropriate billing rates for utility and other municipal services; make adjustments and corrections on accounts.• Insures that the Department's forms are up-to-date on the website.• Provide accurate and timely information and assistance to managers and employees.• Post charges to accounts.• Assist in departmental budgetary control.• Prepare financial and statistical reports.• Participate in the assignment of appropriate billing rates for utility and other municipal services; make adjustments and corrections on accounts.• Prepare, stuff and mail monthly utility statements.• Performs other related duties as required |

| Qualifications | |
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| Knowledge Of | <ul style="list-style-type: none"> Modern office practices and procedures. Proficient in Excel and Word. General accounting procedures Municipal accounting system requirements and procedures. |
| Ability To | <ul style="list-style-type: none"> Have well developed communication skills, both verbal and written. Accurately provide data entry. Provide organization and teamwork skills. Work independently and follow through to achieve results. Work with software related to accomplishing the accounting functions, including spreadsheets and various computer applications Perform clerical work, office and accounting procedures. Understand and carry out oral and written instructions. To provide supervision in the absence of the Senior Accountant. |
| Education | Equivalent to the completion of twelfth grade. Supplemented courses in bookkeeping preferred. |
| Experience | One year of experience performing the duties comparable to those of Account Clerk I in the City of Kerman and two years of clerical and cash handling experience. |
| Special Qualifications | |
| Driver's License | Possession of a valid California Class C Driver License is required. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis. |
| Bilingual | Proficient in Spanish |
| Physical Demands | Light work in an office setting. Lifting, carrying and/or pushing 25 pounds maximum |
| Probationary Period | Twelve (12) months |