



REVISED:
07/01/2015

JOB TITLE:	ACCOUNTING CLERK
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	IA, Grade 5
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8046
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Ensures accuracy through established controls and/or accounting records for receipts and/or disbursements; performs a variety of complex clerical, bookkeeping and accounting work, applying established procedures to the preparations and maintenance of expenditure documents, accounting and other records, and prepares financial, statistical and/or other technical reports.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Prepares, processes, and/or posts to a ledger or journal any or all of the following transactions as related to specific assignments: requisitions, vouchers, receipts, disbursements, correspondence, and related operating or management records
- Prepares, processes, and/or audits required internal and external reports or documents relative to specific assignments to include any or all of the following: revenue, disbursements, control of expenditures, financial statements, balance sheets, and any other needed documents or supplemental functions
- Practices acceptable communication skills for daily transacting of information through telephone conversations, personal contacts and mailings with all office and outside sources
- Files and maintains records and/or reports pertinent to accounting and bookkeeping or technical operations
- Audits and proofs accounting, bookkeeping, revenue, or other reports for clerical accuracy and conformance to stated procedures
- Charts assignments and posts operations progress or other reports and makes monthly summary or recaps of such reports as needed
- Prepares necessary documents for archives according to written procedures for storage of financial records
- Performs general office duties such as typing, data entry on terminals, copying, answering phones, making deliveries, etc. to maintain smooth operation of the office
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Two (2) years successful experience in accounting or bookkeeping
- Proficient in use of a calculator and other office machines
- Knowledge of mathematical functions to perform accurate computations
- Effective communication skills

DESIRABLE QUALIFICATIONS
Ability to use a computer terminal
Ability to use the OAS system
Ability to use a microcomputer

Footnote
Some of these positions are categorically funded and re-employment would be subject to periodic review based on availability of funds and continued need for the project.