



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	CLERK SENIOR ACCOUNTING
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8044
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES
Works under the supervision of the coordinator, performing the training activities of the accounting clerks and their activities. Must be flexible in daily work schedule and set the scheduling of activities performed by each accounting clerk. Performs work that is varied and generally complicated. Requires minimum supervision.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Performs training activities related to the functions of the accounting clerks, including all supplemental functions, when new processes are added, when present employees need assistance, or when new employees are hired
Assists accounting clerks in solving accounting problems that arise in their daily work assignments in order to maintain and report accurate records
Assists the coordinator in meeting special requests of the office, implementing use of new financial and control reports, implementing accounting code conversions, etc., in order to fulfill requests of project directors and other systemwide service office
Assumes responsibility for the accounting on program contracts as schedule will allow, especially the unique contracts and those requiring special attention, in order to maintain the office work load requirements
Performs supplemental functions as schedule will permit in order to complete monthly work cycle requirements
Assists in the close-out procedure at the end of each fiscal year by coordinating the activities within the office with the approved close out calendar deadlines in order to achieve a fund balance on schedule
Assists in providing information to the auditors in cooperation with the accounting clerk responsible for the contract in question in order to meet auditors' requests.
Coordinates the sending of old records to archives annually
Coordinates the organization of all accounting clerk records in files, open shelves and the general maintenance throughout the accounting clerk work areas
Distributes the work load and back-up assignments of the accounting clerks as new contracts are received or new functions are added within the office to keep the work load of accounting clerks evenly distributed
Completes all trainings and other compliance requirements as assigned and by the designated deadline
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, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Four (4) years experience as accounting clerk
Knowledge of mathematical functions to perform accurate computations

Skills in using equipment in general use in an accounting office
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Effective communication skills

DESIRABLE QUALIFICATIONS

Skills in word processing and other general office equipment
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Ability to use a computer

Experience in a diverse workplace
