



REVISED:  
07/01/2015

JOB TITLE:	SENIOR ACCOUNTING CLERK
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 6
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 checking with the coordinator when in doubt.

**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

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
--

Effective communication skills
--------------------------------

<b>DESIRABLE QUALIFICATIONS</b>
---------------------------------

Skills in using a typewriter and other general office equipment
---

Ability to use a computer terminal
------------------------------------