

ACCOUNT CLERK III

DEFINITION

Under general supervision, to perform varied and very responsible administrative work involved in keeping and reviewing of financial records and processing documents involving financial transactions; and to do related work as required.

EXAMPLES OF DUTIES

Gathers, assembles, tabulates, proofs, extends, balances, summarizes, and posts fiscal and related data; makes involved arithmetical computations; audits documents for proper revenue and expenditure classifications; codes data according to prescribed accounting procedures; audits and corrects payroll vouchers; prepares utility bills; receives and accounts for payments; audits time and work reports and codes labor, equipment, and other costs for proper accounting distribution; collects, balances, and accounts for warrants and funds; makes deposits and reconciles bank statements; prepares worksheets on expenditures, receipts and the status of funds; prepares regular and special financial statements; analyzes and interprets varied fiscal policies, laws and regulations; explains financial and accounting procedures to other employees and the public; deals directly with banks and vendors; posts and maintains journals, subsidiary and control ledgers; manages cash flow; compiles, checks and tabulates budgetary estimates and allotments; uses a variety of office machines including the typewriter, adding and bookkeeping machines, cash registers, calculators and personal computers.

EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to an associate degree in accounting from an accredited college and one year of complex bookkeeping or accounting experience. Experience in PC applications, including application development in MS Access is required.

Knowledge, Skills and Abilities: Knowledge of the methods of keeping fiscal accounts and records; knowledge of modern bookkeeping systems; knowledge of office procedures and equipment; knowledge of basic statistical methods and applications; knowledge of PC-based applications in word processing, spreadsheet, database, and other related software; knowledge of laws and regulations governing fiscal record keeping; ability to interpret and implement complex policies and regulations; ability to take a critical approach towards work methods; ability to prepare neat, concise and accurate reports using a personal computer; ability to communicate effectively (orally and in writing) with the public and co-workers; ability to plan and lead the work of others.