



JOB DESCRIPTION

Senior Account Clerk

Date Prepared: February, 2017

SUMMARY: Under general supervision, leads, oversees, and participates in the more complex and difficult work of staff responsible for performing a wide variety of clerical and technical governmental fund accounting which involves: financial record keeping, reporting, and performing financial accounting duties within the areas of utility billing, accounts receivable and payable, payroll, revenue collection, and cash management of the Administrative Services Department, Finance Division; performs related duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Oversee and participate in preparing, maintaining, and/or verifying a variety of accounting, financial, statistical records, ledgers, logs, and files.
- Gather, verify, balance, adjust, record, and file financial data.
- Resolve discrepancies.
- Establish and maintain various files and records.
- Verify and audit financial reports.
- Input data in the financial accounting system and assist with system upgrades and testing.
- Reconcile financial transactions including monthly vendor statements, credit card statements, fixed asset records, and billing and collections.
- Prepare and enter journal entries, corrections, and demands.
- Balance deposit trust accounts, notes receivable, accounts receivable, and suspense accounts.
- Prepare financial, accounting, and statistical statements, analyses, documents, and reports.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent SUPPLEMENTED BY college course work in Finance or Accounting AND three years of financial/account clerk experience, INCLUDING duties involving municipal budgeting and record keeping, public contact, use of 10-key calculator, business machines, and operating a computer. Must type accurately at a net speed of 40 words per minute.

Knowledge of:

- Principles, procedures, and practices of accounting, financial record keeping, filing, customer billing, account collections, research techniques and methods.
- Advanced methods and techniques of coding, verifying, balancing, and reconciling accounting records.
- Operations, services, and activities of a clerical and technical financial accounting software program.
- Accounts payable and accounts receivable.
- Familiarity with computerized financial accounting software.
- City policies, state, and federal laws.
- Record keeping maintaining accurate information in alphabetical, chronological, and/or numerical order.
- Elements of proper English usage, vocabulary, and spelling.

Skill in:

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Performing complex calculations on a 10-key calculator by touch.
- Recording and inputting data quickly and accurately.
- Making manual arithmetical calculations with speed and accuracy.
- Reading, interpreting, applying and explaining City policies, laws regulations.
- Handling large sums of cash with integrity.
- Identifying discrepancies and balancing accounts.
- Working with frequent interruptions.
- Proofreading to identify errors in spelling, grammar, and punctuation.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.
- Applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are moderate consisting of lifting of storage boxes and data binders; entering data into a computer for extended periods of time. Must be able to lift up to 50 pounds. Incumbent must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Department Head Approval

Date

Personnel Officer Approval

Date