



FLSA: COVERED
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ACCOUNT CLERK I (IMS)

DEFINITION

Performs a variety of general or specialized clerical accounting activities related to the preparation and maintenance of financial and statistical records in a manual or automated environment; obtains and compares information related to department records, programs, and services; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

Working under close supervision, Account Clerk I is the entry level in the Account Clerk series. Employees in this class receive in-service training, and are given detailed instructions in the performance of routine accounting, statistical and case recordkeeping tasks, and perform tasks that are more structured and repetitive than those assigned at level II. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Unless a position is permanently allocated to level I due to the nature of the work, employees are expected to promote to the Account Clerk II level after one year of satisfactory performance at the trainee level.

REPORTS TO

Higher level management or supervisory staff.

CLASSIFICATIONS SUPERVISED

This classification does not exercise supervision over staff.

EXAMPLES OF DUTIES

*Duties may include, but are not limited to, the following:
(For Account Clerk I, duties are performed at the entry level)*

- Maintains financial and statistical records; makes arithmetical tabulations; posts financial data by hand or computer to registers, subsidiary ledgers, expenditure and case records; checks data in various documents for accuracy.
- Prepares or assists in preparing statistical and fiscal reports.

- Assists with compilation of budget information including work and time records; gathers and summarizes information from source documents or computerized reports and arranges in an understandable, presentable, or prescribed format.
- Codes, verifies, and files various financial documents.
- Handles money transactions such as collecting and disbursing monies and other negotiable items, including preparing bills, and calculating refunds.
- Checks, balances, and reconciles cash statements and computerized reports.
- Processes or assists with the processing of documents such as invoices, purchase orders, warrants, and other records.
- Writes letters, memos, or documents to correspond with public and private organizations/agencies to obtain or verify information.
- Answers telephone calls to provide, elicit, or verify information or data.
- May operate automated systems to produce letters, reports, summaries, notices, checks, data, spreadsheets, and standardized forms that are required for the maintenance of fiscal and statistical reports.
- Performs other clerical duties such as typing, filing, counter service, copying, etc. on an as needed basis.
- Performs related duties as assigned.

ESSENTIAL QUALIFICATIONS

(Note: The level and scope of the knowledge and skills listed below are related to job duties as distinguished between the two levels in the Definition section.)

Knowledge of:

- Modern office practices, methods, and procedures.
- Grammar, vocabulary, spelling, punctuation, and composition.
- Basic mathematics such as addition, subtraction, multiplication, division, decimals, fractions, and percentages.
- Procedures for compiling basic statistics.
- Methods, practices, and procedures of financial and statistical record keeping.
- Basic financial auditing principles and procedures.
- Common word processing, spreadsheet, and database software packages.

Ability to:

- Make arithmetic computations with speed and accuracy. Calculate solutions to math problems including addition, subtraction, division, multiplication, percentages, decimals, and fractions.
- Compare, transcribe, track, and reconcile information between documents, accounts, and ledgers.
- Enter data quickly and accurately into automated system.
- Compare and transcribe numbers and words accurately.

- Locate, identify, and correct inaccurate or incomplete information.
- Read English at a level necessary to understand procedure manuals, policy guidelines, software manuals, technical documents, and reports.
- Communicate verbally with individuals from diverse socio-economic and cultural backgrounds.
- Compose reports and correspondence (e.g., letters, memorandums) using appropriate grammar and spelling.
- Compile multiple pieces of information clearly and concisely into an organized and understandable written report/document.
- Perform a variety of financial, statistical, and case recordkeeping assignments.
- Maintain accurate reports and records.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and fax machine.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with staff and the public.

TRAINING AND EXPERIENCE

Education

Equivalent to fifteen (15) semester units or twenty-two and one-half (22.5) quarter units that included coursework in basic financial and statistical recordkeeping practices and procedures; mathematics such as addition, subtraction, multiplication, division, decimals, fractions, and percentages; or computer applications and spreadsheet software;

OR

Experience

Six (6) months of full-time clerical experience in an office environment that included some application of mathematical skills in the performance of duties.

**Qualifying experience or education may be combined in order to meet the above requirements. When combining education and experience; seven (7) semester units or eleven (11) quarter units equals three months of experience.*

SPECIAL REQUIREMENTS

Some positions in this classification may require possession of a valid California driver license. Employees who drive on County business to carry out job-related duties must possess a valid California driver license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.