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ACCOUNT CLERK II (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 general supervision, Account Clerk II is the journey level in the Account Clerk series. Employees at this level are expected to have background and experience in the area of financial, statistical, or case recordkeeping and reporting, and to be qualified to perform the full scope of duties; using independent judgment in selecting and applying specific references, procedures, sequences, and alternatives to different work situations. Incumbents at this level refer only non-procedural questions to the lead worker or supervisor. Positions in this class are flexibly staffed and are normally filled by advancement from the lower level of Account Clerk I, or if filled from the outside, require prior related experience.

The Account Clerk II differs from the Account Clerk III in that the latter is the advanced journey level and may be assigned lead worker duties. The Account Clerk I/II differs from the Office Assistant I/II in that the primary duties of the Account Clerk involve the application of mathematical skill and ability in the use of financial, numerical, and statistical data and information. The Office Assistant class performs a wide variety of general office support duties in which the use of mathematical ability is incidental to the primary function and most frequently performed duties.

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:

- 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 thirty (30) semester units or forty-five (45) 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

One (1) year of full-time clerical accounting experience performing fiscal or statistical work in an office environment.

**Qualifying experience or education may be combined in order to meet the above requirements. When combining education and experience; fifteen (15) semester units or twenty-two and one-half (22.5) quarter units equals six 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.