



ACCOUNT CLERK I/II

Job Status: Non-Exempt
Date Adopted: 10-2001
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Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, performs a variety of responsible technical accounting and clerical duties involved in financial record keeping and reporting duties in support of assigned accounting system, function, or program areas, including areas of miscellaneous billing and month-end closing; prepares various reports, statements, statistics, and special projects; answers questions and provides information and assistance to other staff and the general public; and performs other duties related to the more complex administrative, accounting, and clerical functions of the Finance Department.

DISTINGUISHING CHARACTERISTICS

This series class specification defines and describes the nature and levels of work performed in the Account Clerk job series.

Account Clerk I - Incumbents assigned to this level learn and perform a limited range of less complex or specialized work tasks, under closer supervision, with less latitude for independent action.

Account Clerk II - Incumbents perform the full range of tasks common to the classification series under less supervision while exercising discretion and independent judgment within established guidelines.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Senior Accountant and/or the Finance Manager.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Participates in financial record-keeping activities for the District, posts data to various ledgers, registers, journals, and logs according to established accounting techniques and procedures.
2. Generates and reconciles (monthly, quarterly, and annual) reports in relation to each specialty.
3. Conducts research and provides information as requested by District staff or customers/vendors.
4. Performs various general office support tasks supporting department operations; assists and backs up other staff; assists in departmental correspondence, document scanning, filings, and telecommunications.
5. Participates in cross-training activities and provides backup as directed.
6. District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.

Account Clerk I/II

7. Regular attendance at the work site.

Essential Functions by Specialty:

Accounts Payable/Accounts Receivable Discipline

1. Sorts, reconcile, matches and distributes vendor invoices, receivers, and statements for payment processing. Verifies approvals and enters invoice information into computer; edits accounts payable registers, prints checks, transmits 1099 files, and updates vendor information; assists departments and vendors with inquiries.
2. Sorts, matches, and reconciles customer utility payments for processing; processes customer payments and encodes checks on automated encoding machine; assigns account numbers to miscellaneous revenue; close out the cash register, balances daily receipts, and prepares monies for bank deposit.
3. Performs account reconciliations for audit work papers; assists in bank account statement reconciliations.

Payroll Discipline

1. Performs payroll processing functions; reviews and enters timesheet information into computer; edits payroll registers, prints paychecks, transmits direct deposit, processes benefit and deduction checks; and distributes payroll summary reports to appropriate personnel.
2. Receives and responds to employee inquiries regarding payroll, taxes, deferred compensation, deductions, and calculations; researches and resolves concerns within a timely manner.
3. Reconciles, reviews, and prepares bi-weekly compensation data for reporting to the California Public Employee Retirement System (CalPERS).
4. Generates and reconciles quarterly and year-end payroll tax returns; reconciles benefit statements and general ledger accounts; updates annual tax tables; and processes W-2s.
5. Monitors and updates daily tracking of cash activities and cash levels; compare deposit listings to daily bank ledger activities; notifies appropriate staff about discrepancies, returned checks, or deposits. Identifies unusual items. Responds to bank inquiry about possible fraudulent transactions.

Utility Billing Discipline

1. Generates, reconciles, and monitors utility billings and statements; generates reminder and lock-off notices as needed; recommends disposition of unpaid invoices.
2. Assists customers with inquiries regarding charges or delinquencies; performs cashiering duties; assists departments with inquiries and/or research.
3. Audits daily utility billing reports and resolves identified billing issues to ensure accurate billing.

Account Clerk I/II

4. Answers routine to complex utility billing questions either by telephone, email or in person; review consumption history and conduct research to answer customer inquiries; submits field requests for meter re-reads and meter tests; reviews field results; estimates and recommends billing adjustments; follow up with customers to provide information on actions taken and resolutions to issues.
5. Serves as the primary backup to Customer Service Representatives as needed.
6. Analyze and transmit delinquent accounts to a collection agency and State Intercept Program.

Marginal Functions:

1. Provides backup assistance to the Receptionist and Customer Service Representatives as needed.
2. Performs related duties and responsibilities as required.
3. Sorts and distributes District-wide daily mail as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Principles and practices of accounting and bookkeeping.
Procedures relating to the processing of accounts payable and receivable.
Principles and techniques for processing payroll and utility billing.
Techniques of account reconciliation, fiscal recordkeeping, and reporting.
Modern office procedures and methods.
Basic mathematics.

Skill in:

Operating a personal computer for accounting applications.
Proficiency in Microsoft Word, Excel, and Outlook.
Efficiently learning the application of the District's prevalent software package.
Using a 10-key adding machine by touch.
Communicating with internal/external customers clearly and cordially.

Ability to:

Perform responsible technical accounting duties supporting assigned accounting systems, functions, or program areas.
Perform various accounting, fiscal, and statistical record keeping duties including maintaining and reconciling various records and files and performing month-end closing activities.
Review financial records, reports, and related documents, identify discrepancies and resolve problems related to assigned areas of responsibility.
Work under steady pressure with frequent interruptions.
Work independently in the absence of close supervision.
Understand and carry out oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.

Account Clerk I/II

Maintain physical condition appropriate to the performance of assigned duties and responsibilities. Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio-visual discrimination and perception for making observations, communicating with others, reading, writing, and operating assigned equipment.

REQUIRED QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Accounts Payable/Accounts Receivable Discipline

Job Title	Account Clerk I	Account Clerk II
Discipline	Accounts Payable / Accounts Receivable	
Experience	<ul style="list-style-type: none"> One (1) or more years of progressive experience in the area of accounts payable or accounts receivable. Experience providing support in the public sector environment is desirable. 	<ul style="list-style-type: none"> Two (2) or more years of progressive experience in the area of accounts payable or accounts receivable. Experience providing support in the public sector environment is desirable.
Education/Training	<ul style="list-style-type: none"> Equivalent to a High School Diploma. 	<ul style="list-style-type: none"> Equivalent to an Associate Degree in Finance, Accounting, Business Administration, Public Administration, or a related field.
Desirable Degree/License/Certification	<ul style="list-style-type: none"> Excel University Masters Certification, or equivalent. Bachelor's Degree in Finance, Accounting, Business Administration, Public Administration, or a related field. 	

Payroll Discipline

Job Title	Account Clerk I	Account Clerk II
Discipline	Payroll	
Experience	<ul style="list-style-type: none"> One (1) or more years of progressive experience processing/calculating payroll. Knowledge of CalPERS processes/procedures and reporting requirements is desirable. 	<ul style="list-style-type: none"> Two (2) or more years of progressive experience processing/ calculating payroll. Knowledge of CalPERS processes/procedures and reporting requirements is desirable.
Education/Training	<ul style="list-style-type: none"> Equivalent to a High School Diploma. 	<ul style="list-style-type: none"> Equivalent to an Associate Degree in Finance, Accounting, Business Administration, Public Administration, or a related field.

Account Clerk I/II

Payroll Discipline (continued):

Job Title	Account Clerk I	Account Clerk II
Discipline	Payroll	
Desirable Degree/License/Certification	<ul style="list-style-type: none"> • Excell University Masters Certification, or equivalent. • Bachelor’s Degree in Finance, Accounting, Business Administration, Public Administration, or a related field. 	<ul style="list-style-type: none"> • Fundamental Payroll Certified, or equivalent. • Excel University Master Certification, or equivalent. • Bachelor’s Degree in Finance, Accounting, Business Administration, Public Administration, or a related field.

Utility Billing Discipline

Job Title	Account Clerk I	Account Clerk II
Discipline	Utility Billing	
Experience	<ul style="list-style-type: none"> • One (1) or more years of progressive experience in the area of water utility billing in a public sector or utility environment. 	<ul style="list-style-type: none"> • Two (2) or more years of progressive experience in the area of water utility billing in a public sector or utility environment.
Education/Training	<ul style="list-style-type: none"> • Equivalent to a High School Diploma. 	<ul style="list-style-type: none"> • Equivalent to an Associate Degree in Finance, Accounting, Business Administration, Public Administration, or a related field.
Desirable Degree/License/Certification	<ul style="list-style-type: none"> • Excel University Masters Certification, or equivalent. • Bachelor’s Degree in Finance, Accounting, Business Administration, Public Administration, or a related field. 	

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands and working environment demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Standard office setting; frequent interaction with District staff and the general public.

Physical:

While performing the duties of this class, employees are regularly required to sit, walk, and stand; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel, or operate standard office equipment; reach with hands and arms. Employees are occasionally required to walk and stand for prolonged periods; stoop, bend, kneel, and twist; and may lift up to 10 pounds.

Account Clerk I/II

Mental:

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work. Work on multiple concurrent tasks; work with frequent interruptions; work under intensive deadlines; interact with District managers, staff, vendors, the public, and others encountered during work.

Vision:

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

Hearing:

Hear in normal audio range with or without correction.