

## **ACCOUNT CLERK I/II**

*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 difficult 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 the 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 Accounting Supervisor 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 a variety of general office support tasks in support of 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 back-up as directed.
6. Regular attendance at the work site.

## **Account Clerk I/II**

### **Essential Functions by Specialty:**

#### **Accounts Payable**

1. Sorts, reconciles, 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; assist departments and vendors with inquiries.

#### **Accounts Receivable**

1. Sorts, matches, and reconciles customer utility payments for processing; process customer payments and encodes checks on automated encoding machine; assigns account numbers to miscellaneous revenue; closes-out the cash register, balance daily receipts and prepares monies for bank deposit.
2. Performs account reconciliations for audit work papers; assists in bank accounts statement reconciliations.

#### **Payroll**

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. Verifies benefit and other changes made in the payroll module of the District's ERP software by Human Resources.
3. Generates and reconciles quarterly and year-end payroll tax returns; reconciles benefit statements and general ledger accounts; process health insurance enrollments, updates annual tax tables, and processes W-2s.
4. Monitors and updates tracking of cash activities and cash levels daily. Compares 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**

1. Generates, reconciles, and monitors utility billings and statements; generates reminder, lock-off notices as needed; recommends disposition of unpaid invoices.
2. Provides assistance to 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.
4. Answers routine to complex questions by telephone, email, and in person at the front counter about utility bills; reviews consumption history; conducts research to answer customer inquiries; submits field requests for meter re-reads and meter tests; reviews field results; estimates and recommends billing adjustments; follows up with customers to provide information on actions taken and resolutions to issues.
5. Serves as primary backup to Customer Service Representatives as needed.
6. Analyzes and transmits delinquent accounts to collection agency and State Intercept Program.

## **Account Clerk I/II**

### **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 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 in a clear and cordial manner.

#### **Ability to:**

Perform a variety of responsible technical accounting duties in support of assigned accounting system, function, or program area.  
Perform a variety of accounting, fiscal, and statistical record keeping duties including maintaining and reconciling a variety of records and files and performing month-end closing activities.  
Review financial records, reports, and related documents, identify discrepancies, and resolve problems related to assigned area of responsibilities.  
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.  
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 needed for making observations, communicating with others, reading, writing and operating assigned equipment.

### **REQUIRED QUALIFICATIONS**

#### **Experience and Training Guidelines**

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

## Account Clerk I/II

### Account Clerk I

**Experience:**

One (1) or more years of progressive experience in general accounting, bookkeeping, or water utility billing and customer service experience.

**Education/Training:**

Equivalent to the completion of the twelfth grade.

Completion of, or ability to complete within one year of appointment, either (1) three semester units, or four quarter units of coursework in accounting or finance at an accredited college or university, or (2) 45 contact hours of instruction in accounting or finance at a recognized vocational or adult school, or (3) an equivalent program of instruction acceptable to the District.

**License:**

Possession of a valid Class C California driver's license and a satisfactory driving record.

### Account Clerk II

**Experience:**

Two (2) or more years of progressive experience in the area of accounts payable, accounts receivable, water utility billing, customer service, or payroll in a government or utility environment as appropriate for position.

**Education/Training:**

Equivalent to completion of the twelfth grade, supplemented by additional course work in accounting, bookkeeping, business administration or a related field.

Completion of, or ability to complete within one year of appointment, either (1) six semester units, or eight quarter units of coursework in accounting or finance at an accredited college or university, or (2) 90 contact hours of instruction in accounting or finance at a recognized vocational or adult school, or (3) an equivalent program of instruction acceptable to the District.

**License:**

Possession of a valid Class C California driver's license and a satisfactory driving record.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical and mental demands described here are representative of those that must be met by employees 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 other encountered in the course of 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

JOB STATUS: Non-Exempt

DATE ADOPTED: October 2001

DATE MODIFIED: October 2016

DATE MODIFIED: January 2019

Safety Sensitive Position