

ACCOUNTING CLERK - 502

DEFINITION OF WORK

Under immediate supervision, performs responsible clerical and technical work involving the preparation and maintenance of fiscal or related records; does related work as required.

EXAMPLES OF WORK

Processes payroll/personnel/purchasing transactions; enters and processes routine financial information on visual terminal systems; sets up, maintains and invoices accounts; maintains financial and/or technical records; bills other departments or public for division services; distributes costs of labor and/or materials to proper accounts or projects; reconciles accounting transactions and financial statements; processes routine journal entries and transfers following established procedures; audits water bills/parking ticket collections to ensure agreement with Financial System reports; audits financial documents for proper revenue and/or expenditure codes; answers inquiries or complaints from the general public; prepares various management reports on financial matters; maintains earning and deduction records; prepares reports of deposit and reconciles with bank statements.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a high school diploma supplemented by courses in general accounting and experience in office clerical work.

Knowledge, Skills and Abilities: General knowledge of bookkeeping terminology and methods; general knowledge of standard office procedures, practices and equipment; some knowledge of routine accounting principles; ability to maintain complex financial records and to prepare reports and statements; ability to make arithmetic computations quickly and accurately; ability to operate efficiently a variety of office machines; ability to deal effectively with customers, co-workers and the general public.