



ACCOUNT CLERK

JC: FA200

PG: 11

FLSA: Non-exempt

BU: 2 (SEIU)

Created: April 2000

*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 accounting clerical work such as funds control, payroll, accounts payable or receivable and cash collection; performs related work as assigned.

CLASS CHARACTERISTICS

Account Clerk is the entry level class of this accounting clerical series. Initially under close supervision, incumbents learn posting, billing, data entry, payroll, invoice processing and similar tasks. As experience and proficiency are gained, there is greater independence of action within established guidelines. This class is distinguished from Intermediate Account Clerk in that the latter independently performs journey-level accounting clerical supportwork.

REPORTS TO:

N/A

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

1. Receives and matches invoices for payment processing; verifies invoice information such as quantities and types of items ordered and purchase order numbers; confers with invoice originator or vendor on questions regarding invoice processing.
2. Prepares journal entries and supporting documents to record accruals of expenses; makes correcting accounts payable entries, as required.
3. Processes matched invoices for payment utilizing appropriate computer input documents; maintains records of processed payments.
4. Reviews, processes and prepares payroll calculations; operates check signing machine for payroll purposes.
5. Prepares state and federal forms for periodic tax deposits; prepares quarterly reports of employee earnings; maintains records of employee benefits.
6. Reviews computer printouts to assure accuracy of payments and adjustments on insurance billings; researches and corrects errors appearing on payroll error reports; processes requests for payments on various insurance programs; maintains records on payroll processing and insurance billing activities.
7. Posts daily cash reports for Treasurer use in daily investments of District monies; maintains list of securities purchased and sold; calculates interests and due dates on a new securities purchased; reconciles and corrects errors in daily cash collection reports; verifies and reports discrepancies

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between gross and net daily currency and coin counting; informs management of insurance variances on cash collection reports.

QUALIFICATIONS

Knowledge of:

- Basic double-entry bookkeeping and financial record keeping principles and terminology
- Standard office procedures, including filing methods
- Operation of standard office equipment, including a typewriter
- Basic cash handling and balancing methods
- Bookkeeping and accounting clerical procedures related to payroll, accounts payable, cash collection, and the maintenance of numerical and statistical records

Skill/Ability in:

- Posting, verifying, compiling, and reconciling figures
- Making accurate arithmetic calculations including addition, subtraction, multiplication, division, fractions and decimals with speed and accuracy
- Maintaining accurate records and files
- Typing at a rate of 35 words per minute from printed copy
- Completing forms accurately and completely
- Maintaining attention to detail despite interruptions
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Using a calculator or an adding machine
- Ability to quickly learn the policies and procedures pertaining to the work

MINIMUM QUALIFICATIONS

Education:

Possession of a high school diploma, GED, or equivalent. Basic business and bookkeeping course work preferred.

Experience:

Substitution:

WORKING CONDITIONS

Environmental Conditions:

Physical Conditions:

Position assigned to the cash handling function may be required to lift and carry bags of coins weighing up to 50 pounds.

BART EEO-1 Job Group: 6000 - Clerical
Census Code: 5120 – Bookkeeping, Acctg, Aud Clerks
Safety Sensitive: No