

**ACCOUNT CLERK I/II/III****DEFINITION**

To perform a variety of accounting and bookkeeping work involving the processing, maintenance and review of accounting and bookkeeping records in the areas of accounts receivable and accounts payable.

**DISTINGUISHING CHARACTERISTICS**

**Account Clerk I** is the entry/trainee level classification in the Account Clerk series. Incumbents in this class work under close supervision and receive in-service training. As the requisite skill and knowledge are developed, greater independence is exercised. Incumbents are expected to promote to the Account Clerk II level after one year of satisfactory performance.

**Account Clerk II** is the journey-level classification in the Account Clerk series and is distinguished from the Account Clerk I by the responsibility to perform the moderately complex duties typical of positions in the class series, including reconciling and balancing accounts independently.

**Account Clerk III** is the advanced journey level in the series, and is distinguished from Account Clerk I/II by the performance of the most complex accounting clerical duties within the assigned department. Incumbents may assign, review and coordinate the work of lower-level account clerks or office assistants.

**SUPERVISION RECEIVED AND EXERCISED**

**Account Clerk I** - Receives supervision from higher-level lead, supervisory or management staff.

**Account Clerk II** – Receives general supervision from higher-level lead, supervisory or management staff.

**Account Clerk III** – Receives general supervision from higher-level lead, supervisory or management staff; may assign, review and coordinate the work of lower-level account clerks or office assistants.

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

Participates in the preparation and maintenance of accounts receivable and payable documents in an assigned County department or division.

Account Clerk I, II, III  
Rev.- 01/01/06  
Rev.- 01/01/07  
Rev.- 07/01/07  
Rev.- 01/01/08  
Rev.- 07/01/11

M.O. #8-1/04/06  
M.O. #19b-1/4/07  
M.O. #19b-1/4/07  
M.O. #19b-1/4/07  
M.O. #11-7/5/11

Receives, sorts and organizes a variety of financial documents, including bills, invoices and payments; reviews documents received for completeness and accuracy.

Posts transactions to appropriate journal and ledger accounts; reviews entries for accuracy and completeness.

Audits, codes and batches accounts receivable and payable transactions; enters information into computer; verifies reports generated by computer.

Collects and receipts a variety of monies from the public or from other County departments; balances cash drawer; prepares bank deposits.

Prepares basic financial and statistical reports, forms and records; gathers and organizes data used in the preparation of budgets.

Prepares accounts payable checks.

Receives and responds to inquiries and requests for assistance from the public; refers public to County staff member or department as appropriate.

Maintains accounting records and files with accuracy.

Performs routine clerical work as required, which may include preparing / typing reports, copying and filing documents, entering computer data, answering the telephone, greeting and assisting customers, processing daily mail, faxing information, assembling materials, ordering supplies, etc.

May assign, review and/or coordinate the work of lower-level clerical support personnel.

Performs related duties as assigned.

#### QUALIFICATIONS:

##### Knowledge of:

Principles of bookkeeping.

Principles and practices of financial record-keeping and reporting.

Modern office procedures, methods and technology, including computers.

Basic arithmetic.

English usage, spelling, grammar and punctuation.

##### Ability to:

Learn, understand and apply pertinent laws, rules and regulations, and policies and procedures.

Understand and follow oral and written instructions.

Maintain a variety of financial records and files.

Make mathematical computations quickly and accurately.

Prepare accurate and complete financial reports from accounting data.

Enter data and information into computers accurately and in a timely manner.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

#### 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:

##### Experience:

**Account Clerk I:** One year of responsible clerical experience.

**Account Clerk II:** One year of experience as an Account Clerk I in Glenn County; or one year of experience performing responsible fiscal, statistical, bookkeeping, or other clerical accounting duties.

**Account Clerk III:** One year of experience as an Account Clerk II in Glenn County; or two years of experience performing responsible fiscal, statistical, bookkeeping, or other clerical accounting duties.

##### Training (for all levels):

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

Account Clerk	I	II	III
Classification Code:	7011100	7021105	7031110
Bargaining Unit:	40	40	40
FLSA Status:	Y	Y	Y
Workers' Compensation Code:	8810	8810	8810
Pay Table:	CNTY	CNTY	CNTY
Range:	213	233	254