ACCOUNTS CLERK I

DEFINITION

Under supervision of the Director of Finance and Administration and according to established Policies and Procedures of the District, performs accounting and fiscal clerical work of moderate complexity and responsibility involving preparation and maintenance of financial and general records, and performs related work as assigned.

EXAMPLES OF DUTIES

The duties listed below are illustrative only and are not meant to be a complete exhaustive listing of all the duties and responsibilities of the Accounts Clerk I classification:

Accounting Duties – Performed at a basic to intermediate level:

- Creates, formats, evaluates, adjusts, and reconciles accounting worksheets.
- Sets up and maintains new customers, vendors and other records in the financial system as necessary.
- Prepares and balances cash disbursement journals.
- Compiles and produces financial reports related to accounts payable and/or accounts receivable.
- May perform payroll activities such as maintaining records of time worked, overtime, leaves and absences.
- Research bill and payment history for completeness and accuracy.
- Maintains ledgers, files and records related to accounts payable/accounts receivable.
- Assists with transactions such as customers paying water bills, customer/vendor inquiries, and collection on accounts including collection calls and vendor coordination and payment.
- Verifies proper application of accounts receivable payments.
- Verifies coding of cash receipts, invoices, purchase orders and/or other documents.
- Controls the Petty Cash Fund for the Administration Division.
- Provides support to the Accountant in the financial record keeping and reporting needs of the District.
- Performs other tasks and functions as assigned.

Typical Physical Activities:

- Communicates orally with District management, co-workers, and the public in face-to-face, one-to-one, and group settings.
- Use the telephone for communication on a regular basis.
- Use office equipment such as computer terminals, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges.

EMPLOYMENT STANDARDS

Knowledge of:

- Methods, practices, and procedures of financial and statistical recordkeeping.
- Mathematics.
- Computerized financial and management information systems.
- Modern office methods, procedures, and equipment.

Ability to:

- Communicate effectively with supervisors, co-workers and customers
- Perform a variety of financial and statistical recordkeeping support assignments with minimal direction and supervision.
- Make arithmetical calculations quickly and accurately.
- Assist with the preparation of financial reports.
- Follow oral and written directions.
- Operate a computer and use financial and management information system software.
- Gather, prepare and organize a variety of information.
- Establish and maintain good relations with the public, District staff and outside agencies.

QUALIFICATIONS

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

Required Certification/Education/Experience/License:

- Certification:
  - No certification required.
- Education:
  - Possession of a high school diploma or equivalent.
- Experience:
  - Three (3) years of work experience in a related field.
- License:
  - Possession of a valid California (Class "C") Driver's License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
  - Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

The specific statements in each section of this job description are not intended to be all-inclusive. They represent typical elements and are necessary to successfully perform the job.