

CLASSIFICATION: ACCOUNT CLERK I

Class Code: 0011-03

Date Established: 07-01-50

Occupational Code: 1-3-8

Date of Last Revision: 07-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To check and post invoices, vouchers and other fiscal statistical records according to standard procedures.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Sorts, checks for accuracy and completeness and posts invoices, vouchers and other financial records.
- Codes and tabulates fiscal and statistical data and prepares periodical financial reports on prescribed forms.
- Maintains accounting files of supporting vouchers and paid vouchers.
- Maintains files of records and correspondence, extracts permanent record data and enters information on cards.
- Operates a typewriter calculating machine, posting sorter or other office machine in the performance of routine clerical operations.

DISTINGUISHING FACTORS:

Skill: Requires minimal skill in performing a series of routine procedures OR in operating equipment according to standardized instructions.

Knowledge: Requires common sense understanding of instructions in performing a series of routine procedures.

Impact: Requires minimal responsibility for contributing to agency objectives by supporting or performing routine work activities within a small organizational unit. Errors at this level are of minor consequence and are readily detected through frequent checking or inspection.

Supervision: Requires no supervision of employees or functions.

Working Conditions: Requires performing regular job functions under good conditions in a safe working environment.

Physical Demands: Requires sedentary work, including continuous sitting or occasional standing and walking.

Communication: Requires obtaining and exchanging information, referring inquiries to the appropriate source, or responding to questions from state employees or members of the general public.

Complexity: Requires a combination of job functions using minimal judgment to perform a variety of job tasks according to clearly prescribed standard practices and procedures.

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Independent Action: Requires minimal choice in performing routine duties under immediate supervision and in following simple instructions according to standardized policies or procedures.

MINIMUM QUALIFICATIONS:

Education: Graduation from high school or G.E.D. equivalent with courses in bookkeeping and typing.

Experience: No experience required.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Knowledge of the principles and practices of bookkeeping. Knowledge of good English usage and grammar. Skill in applying knowledge to keeping of accounts. Skill in making simple arithmetical computations and tabulations accurately and with reasonable speed. Ability to understand and follow oral and written instructions. Ability to learn assigned clerical tasks readily and to adhere to prescribed reports and statements. Ability to establish and maintain effective working relationships with other employees. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.