

CLASSIFICATION: ACCOUNT CLERK II

Class Code: 0012-07

Date Established: 07-01-50

Occupational Code: 1-3-8

Date of Last Revision: 07-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To transcribe, post and record factual data for use in maintaining accounting records.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Posts details of business transactions by transcribing and recording financial data.
- Prepares routine statistical, narrative and other accounting related reports.
- Operates adding machine to total accounts or reconcile monthly bank statements.
- Prepares routine bills or invoices for approval by supervisor including calculating totals, net amounts or discounts.
- Checks transfers, invoices, repair invoices and equipment transfers for completeness and accuracy.
- Operates a typewriter and other standard office equipment as required in the performance of clerical duties.

DISTINGUISHING FACTORS:

Skill: Requires skill in applying instructions to accomplish different job functions OR in operating machines for a variety of different purposes.

Knowledge: Requires understanding and using business or trades vocabulary or basic arithmetic to perform standard operating procedures.

Impact: Requires responsibility for contributing to agency objectives by ensuring the accuracy of support activities within one or more organizational units. Errors at this level affect the work of others or have measurable monetary consequences, and require verification and correction in order to complete succeeding work operations.

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.

Independent Action: Requires making a limited number of choices in selecting among alternative courses of action under supervisory guidance and in performing job functions according to a variety of prescribed policies or procedures.

MINIMUM QUALIFICATIONS:

Education: Graduation from high school or G.E.D. equivalent, including or supplemented by courses in bookkeeping principles and typing. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: One year of clerical experience, typing, stenographic or secretarial work, including calculating machine work. Additional years of related work experience may not be substituted for the formal education required by this class specification.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Working knowledge of modern office practices, procedures and equipment. Knowledge of commercial arithmetic. Knowledge of bookkeeping procedures and practices. Skill in operating calculating machine rapidly and accurately. Skill in reading numbers rapidly and accurately. Skill in preparing reports. Ability to understand and carry out oral and written instructions. Ability to make minor decisions on the basis of precedents and regulations. Ability to train, assign, supervise and review the work of subordinate clerical employees. Ability to prepare clear and concise oral and written reports. 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.