

CLASSIFICATION: ACCOUNT CLERK III

Class Code: 0013-09

Date Established: 07-01-50

Occupational Code: 1-3-8

Date of Last Revision: 07-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To verify and balance financial statements or schedules according to standard bookkeeping procedures.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Computes billing and posts to individual ledgers, including checking appropriations or allotments and maintaining cost accounts.
- Records deposits and issues checks in payment of bills.
- Prepares statistical reports and maintains financial records.
- Prepares and processes payment vouchers and cash receipts.
- Monitors routine bookkeeping operations such as maintaining accounting files and records by making closing entries and balancing ledgers with controls.
- Takes routine trial balances and checks the accuracy and completeness of financial reports.
- Purchases small items of supply and prepares requisitions for purchasing of supplies and equipment.

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 partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

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 to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: High school diploma or G.E.D. equivalent. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years' experience in general office work including bookkeeping.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Knowledge of bookkeeping principles and methods. Knowledge of office methods and procedures. Skill in making arithmetical calculations rapidly and accurately. Ability to apply and adapt established methods to varied transactions. Ability to perform detailed work involving written or numerical data. Ability to prepare complete accurate accounting reports and statements of moderate difficulty. Ability to supervise. Ability to establish and maintain effective working relationships with vendors, the general public and associates. 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.