

ACCOUNT CLERK II

DEFINITION

Under general direction, performs a variety of statistical clerical work in a specialized area of fiscal operations.

DISTINGUISHING CHARACTERISTICS

Positions in this class are characterized by their responsibility to perform more complex accounting related clerical work than positions in the Account Clerk I classification, requiring difficult mathematical skills and a high degree of accuracy. Responsibilities include working with computer-based accounting systems in preparing input and output reports and the preparation and management of accounting records which require compilation of data from a variety of primary and secondary sources.

OCCUPATIONAL GROUP

Classified

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Assembles, transfers, tabulates, calculates, verifies and files accounting and financial data; processes documents involved in fiscal transactions; makes moderately difficult mathematical calculations and verifies computation; clears discrepancies that appear.
2. Works with computer-based accounting systems by preparing input data and using output reports; prepares bank deposits and reconciles bank statements, posts to subsidiary ledgers and general ledgers; prepares trial balances and financial statements.
3. Performs responsible tasks related to preparation, balancing, reconciliation and management of accounting records and reports.
4. Performs complex clerical duties including preparing the format of various reports, assisting in content development of such reports and making statistical calculations and verifications.
5. Provides vacation and temporary relief as required.
6. Performs other related duties as assigned.

MINIMUM REQUIREMENTS

Good knowledge of:

- English usage, including grammar and spelling;
- The relationships of accounting procedures to electronic data processing systems;
- Methods and practices of bookkeeping and financial recordkeeping;
- Methods used in developing and preparing financial reports
- Office methods and equipment, operation of calculators, typewriters and computers.

Ability to:

- Perform more complex accounting functions without immediate supervision;
- Prepare and review financial statements and related summaries and reports;
- Type at a rate of 40 words per minute from clear copy. (Required in accounts payable only.)
- Understand and carry out oral and written directions;
- Establish and maintain cooperative and effective relationships with those contacted during the course of the working day.

EXPERIENCE

Two years of increasingly responsible experience in fiscal recordkeeping and reporting involving manual, machine and computer accounting systems.

Successful completion of one year of college or business school coursework (thirty semester units equal to one year) in accounting or a related area may be substituted for one year of the required experience.

EDUCATION

Equivalent to the completion of twelfth grade.