

*ACCOUNT CLERK / SENIOR ACCOUNT CLERK*

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**DEFINITION**

Classes in this series are specialized clerical level positions that perform routine to moderately complex clerical and administrative accounting duties required to maintain and process fiscal and statistical records. Senior Account Clerks perform the more difficult clerical and administrative accounting duties and may act as a lead-worker to other Account Clerks. Both classes perform other related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Account Clerk: Under general supervision, this is the entry/journey worker accounting classification.

Senior Account Clerk: Under general supervision, this is the advanced journey level classification and is distinguished from the lower level Account Clerk class in that incumbents may have the responsibility of leading, training and assigning the work of Account Clerks and/or performing more difficult and complex work that requires special expertise.

**TYPICAL TASKS**

Account Clerk

- Balances cash drawers and daily deposits
- Posts transactions and reconciles ledgers and other accounting records to accounting systems
- Prepares the daily bank deposits and verifies that daily checks and cash are in balance
- Accurately enters and balances mail payments
- Reverses payments as necessary due to clerical errors or returned checks
- Develops proficiency in specialized case management computer programs, spreadsheet programs, and word processing
- Answers financial inquiries from the public or court staff
- Reviews and processes account payable documents
- Operates general office equipment, to include calculators and personal computers

Senior Account Clerk

- May lead the work of Account Clerks, including training and instruction in work procedures
- Posts and reconciles complex ledgers and other accounting records
- Computes obligations, and collects and verifies supporting documentation for

- payables
- May prepare vendor claims, requisitions, encumbrances, and checks for approval and distribution
  - Resolves complex clerical accounting problems
  - Monitors and audits cashier cash receipts and makes deposits
  - Maintains trust accounts
  - May assist with payroll processing
  - Answers financial inquiries and correspondence from public or Court staff
  - Operates general office equipment, to include calculators and personal computers

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

#### **Account Clerk**

- Purposes, methods, and practices of financial record keeping
- General banking and accounting procedures
- Cash handling procedures
- Spreadsheet applications
- Accounts receivable set up and processing
- Processing of professional services, vendor invoices, and employee travel claims
- Returned check policies
- Office practices and methods to include proper phone etiquette
- Filing practices
- Correct usage of proper grammar and spelling

#### **Senior Account Clerk**

The above, plus:

- Laws, codes, ordinances and procedures pertaining to the legal and fiscal process work of the Superior Court
- Concepts of double-entry bookkeeping
- Fiscal accounting terminology

### **Ability to:**

#### **Account Clerk**

- Maintain a variety of records and prepare accurate reports
- Carry out instructions concerning maintenance of fiscal and legal records
- Operate adding machines and calculators
- Make mathematical calculations accurately and rapidly
- Operate automated office equipment including word processors, personal computers, data processing equipment, facsimile, electronic copiers, printers, and other modern office equipment

- Follow oral and written directions
- Communicate effectively to establish and maintain effective working relationships

#### Senior Account Clerk

The above, plus:

- Maintain a variety of records, analyze data, and prepare accurate reports
- Use independent judgment in interpreting and applying laws, rules and policies pertaining to the work of the Superior Court
- Handle routine correspondence and related clerical tasks independently
- Train Court personnel

### **PHYSICAL CHARACTERISTICS**

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Communicate with the public and Court staff. Dexterity and coordination to handle files and single pieces of paper. May move objects weighing up to 25 lbs., by reaching overhead, pushing, pulling, kneeling or stooping. Move from place to place within an office. Remain in a stationary position for prolonged periods of time.

### **EXPERIENCE/EDUCATION**

Both levels:

Education equivalent to a high school diploma or GED

Account Clerk:

One year of general clerical experience which included the keeping of fiscal records is required. (Successful completion of a basic bookkeeping course or its equivalent may be substituted for the required experience).

Senior Account Clerk:

Two years of general clerical experience which included the keeping of fiscal records is required. (Successful completion of a basic bookkeeping course or its equivalent may be substituted for the required experience).