

THE COUNTY OF SOLANO
ACCOUNTING CLERK I

Rev. 10/00

DEFINITION

Under close supervision, performs clerical, bookkeeping and statistical reporting tasks; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is the entry level in the Accounting series and is characterized by bookkeeping and statistical record-keeping tasks. Work is highly standardized and requires the application of various established rules and procedures. Job duties can be learned from formalized instruction or apprenticeship of short duration. The incumbent performs the basic accounting support tasks associated with the duties listed below. This class is distinguished from the Accounting Clerk II in that the latter functions at the journey level and performs complex bookkeeping and statistical record-keeping functions.

EXAMPLES OF DUTIES

Depending on assignment, duties may include, but are not limited to the following:

1. Processes accounts payable; receives and examines invoices, statements for services rendered, and other billing documents to verify receipt of goods/services, arithmetical accuracy and payment discounts; prepares vendor claims by classifying expenditures, noting payee data, recording goods/services received and calculating payment amount according to established procedures; obtains necessary authorizations/signatures; examines claims and warrants issued for completeness; balances and/or reconciles account records.
2. Processes accounts receivable; receives and examines charts, files, payments, client records, and other statements of service provided and/or materials used to determine charges; prepares journal entries and statements to clients/customers/third party payers, noting payer data, recording materials/services provided, and calculating amount due; receives payments on accounts and issues receipts.
3. Posts financial transactions to manual and/or automated accounting systems.
4. Processes payroll for service providers; posts and inputs time cards into computer system; calculates totals; sets up new recipients and deletes recipients as needed; indicates which recipients and providers are on or off leave; alphabetizes time cards.
5. Counts and balances cash transactions; composes withdrawals with master sheet; tallies amount needed for cash box.

ACCOUNTING CLERK I

EXAMPLES OF DUTIES (cont.)

6. Receives inquiries and complaints from employees, property owners, vendors, providers, recipients, clients and others; researches account records; may provide explanation of procedures and processes.
7. Performs a variety of general clerical tasks; operates typewriters, personal computers, copiers and other office equipment; composes routine correspondence and/or prepares notices/forms of action taken; prepares documents to attach wages to retrieve funds from tax intercepts or to attach liens to property; researches forwarding addresses on returned bills, warrants and/or correspondence; may perform administrative tasks in support of work unit operations; may microfilm documents.
8. Copies, compiles, collates, transcribes, files, or posts data and/or information following a schema or plan for the purpose of recording, referencing, or reporting information for work assignments; records, files, enters and/or stores data and information such as that associated with billings, vouchers, ledgers, general instructions, journals, inventory forms, letters, reference data, checking accounts, materials utilization records, production orders, schedules, readings, directions, operating instructions, requests, adjustments, requisitions, sequences and methods.

QUALIFICATION GUIDELINES

EDUCATION AND/OR EXPERIENCE

High school diploma or GED; supplemented by six (6) months full-time work experience in financial record-keeping work that demonstrates possession of and competency in the requisite knowledge and abilities. Three (3) semester or 4.5 quarter units in principles of accounting from an accredited college may substitute for half of the experience requirement.

KNOWLEDGE/SKILLS/ABILITIES

Knowledge of bookkeeping principles, practices and techniques; the use of manual and/or automated accounting systems; information storage and retrieval techniques; record keeping methods and public contact techniques; data compilation techniques; general office practices and procedures.

Depending on assignment, applicants must demonstrate skill in the operation of 10 key adding machines or automated accounting systems.

Ability to learn County and department policies and procedures related to assigned bookkeeping/statistical-record keeping functions; apply basic bookkeeping and/or routine statistical principles, practices and techniques; use automated information storage and retrieval equipment; collect and compile data to prepare simple reports; maintain accurate records and document actions taken; proofread and/or edit for errors in input and/or arithmetical computation; communicate effectively both verbally and in writing; communicate effectively

ACCOUNTING CLERK I

with people of diverse socio-economic backgrounds and temperaments; organize and prioritize work assignments; make routine arithmetical calculations; maintain confidentiality of information; recognize and respect limit of authority and responsibility; establish and maintain cooperative working relationships.

SPECIAL REQUIREMENTS

None.

SUPPLEMENTAL INFORMATION

Applicants are required to demonstrate basic spreadsheet skills through the passing of a County approved test.

Incumbents in this classification may be flexibly promoted to the position of Accounting Clerk II within one year of satisfactory performance in the Accounting Clerk I position.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

Solano County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Solano County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.