

## **THE COUNTY OF SOLANO**

### **ACCOUNTING CLERK III**

**Rev. 10/00**

#### **DEFINITION**

Under supervision, performs clerical, bookkeeping and statistical reporting and recording tasks; processes accounts payable and receivable; posts financial transactions to automated accounting system; researches and audits claims for accuracy and completeness; balances statements and reports; performs related duties as required.

#### **DISTINGUISHING CHARACTERISTICS**

This class is the advanced journey level position in the Accounting series and is characterized by the responsibility to perform the most complex clerical bookkeeping and statistical record-keeping tasks. Positions in this class deal with complex and interrelated relationships that involve several concrete variables in standardized situations. Work requires the application of various established rules and procedures using specialized knowledge and understanding of departmental record keeping procedures. Incumbents are expected to perform their work with great independence. This class is distinguished from the Accounting Technician in that the latter performs the most complex specialized accounting functions and/or acts as a lead worker.

#### **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 and services, arithmetical accuracy and payment discounts; prepares vendor claims by classifying expenditures, noting payee data, recording goods and services received and calculating payment amount according to established procedures; obtains necessary authorizations/signatures; audits claims and warrants issued; balances and/or reconciles account records.
2. Processes accounts receivable; receives and examines charts, files, 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; researches and takes necessary action to collect on bad checks/accounts.

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3. Posts financial transactions to manual and/or automated accounting systems; examines accounts for, and corrects posting errors; adjusts, balances and reconciles accounts, bank statements, petty cash funds, deposits, financial reports, client/customer files/charts and other documents; monitors expenditure and revenue reports; prepares requests for fund transfers.
4. Researches, compiles, computes and prepares statistical and/or fiscal reports of departmental programs and services to meet management information needs and/or funding source reporting requirements; assists in budget and funding proposal development by maintaining work production statistics, calculating actual costs, or projecting future costs based on established formulas or procedures.
5. Receives and responds to inquires and complaints from employees, property owners, vendors, clients and others; researches account records; provides explanation of procedures and processes.
6. Maintains automated, as well as, manual files for financial data storage and retrieval.
7. Inputs payment information in automated system; balances payments against deposit report; prepares deposits; responds to inquiries concerning payments; processes forms, refunds and dishonored checks; proofs delinquent listing for publication and delinquent redemption abstracts; researches payment records for erroneous payment.
8. Audits vendor claims and invoices for accuracy; processes vendor claims; ensures total payments against contract; develops, distributes and files copies of vendor claims; follows-up with automated financial information system and/or auditor/controllers regarding vendor non-payment.
9. Performs a variety of general 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, retrieve funds from tax intercepts or attach liens to property; researches forwarding addresses on returned bills, warrants and/or correspondence; in some instances, performs administrative tasks in support of work unit operations.
10. Copies, compiles, collates, transcribes, files, or posts data and/or information following a schema or plan for the purpose of recording, referencing, describing, or reporting information for work assignments; records, files, enters and/or stores data and information such as that associated with interviewing, guiding, transcription, shorthand, rules, regulations, schematics, diagrams, blueprints, job specifications, routine correspondence, general operating manuals, specifications, operational status, equipment installation, proof reading and assembly instructions.

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11. Trains new employees in Department policies and procedures related to assigned function; provides public with current and accurate tax information; enforces collection of delinquent accounts.

### **QUALIFICATION GUIDELINES**

#### **EDUCATION AND/OR EXPERIENCE**

High school diploma or GED and fifteen (15) semester or 22.5 quarter units of college level course work; 6 semester or 9 quarter units must be in principles of accounting from an accredited college; AND one (1) year of full-time work experience as an Accounting Clerk II or equivalent.

#### **KNOWLEDGE/SKILLS/ABILITIES**

Working knowledge of accounting and/or routine statistical principles, practices and techniques; the use of manual and or automated accounting systems; the functions and operation of assigned work unit; information storage and retrieval techniques; record-keeping methods; public contact techniques; data compilation and presentation 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 apply County and department policies and procedures related to assigned bookkeeping/statistical functions; apply bookkeeping and/or routine statistical principles, practices and techniques; use automated information storage and retrieval systems; collect and compile data to prepare narrative and/or financial reports; maintain accurate records and document actions taken; proofread and/or edit for errors in input and/or arithmetical computation; make decisions and independent judgments in non-routine situations; communicate effectively both verbally and in writing; communicate effectively with people or diverse socio-economic backgrounds and temperaments; organize and prioritize work assignments; make routine and complex arithmetical calculations; edit errors in narrative, financial, and statistical records and reports; maintain confidentiality of information; recognize and respect limit of authority and responsibility; establish and maintain cooperative working relationships; work with an automated accounting system.

#### **SPECIAL REQUIREMENTS**

None.

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### SUPPLEMENTAL INFORMATION

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

### 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 may risk exposure to exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, fumes, violence, disease, pathogenic substances, and traffic hazards.

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.

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