

THE COUNTY OF SOLANO

ACCOUNTING CLERK II

Rev. 10/00

DEFINITION

Under general supervision, performs clerical, bookkeeping and statistical reporting tasks; maintains and processes financial records or transactions of moderate complexity; applies arithmetic skills and understanding of record keeping systems and related transactions; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is the journey level in the Accounting series and is characterized by the responsibility to perform bookkeeping and statistical record-keeping tasks. Positions in this class deal with relationships that involve several concrete variables in standardized situations and regularly make decisions that may affect the quality, accuracy or utility of results. Work is generally standardized, but requires the application of various established rules and procedures. This class is distinguished from the Accounting Clerk III in that the latter functions with a higher level of independence and performs the most 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; audits claims and warrants issued; 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; researches and takes necessary action to collect on bad checks/accounts.
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.

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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.
6. Researches, compiles, corrects, 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 and procedures.
7. Receives and responds to inquiries and complaints from employees, property owners, vendors, providers, recipients, clients and others; researches account records; provides explanation of procedures and processes.
8. 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.
9. 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 one (1) year full-time work experience as an Accounting Clerk I or equivalent.

OR

Six (6) months full time work experience as an Accounting Clerk I or equivalent AND 6 semester units or 9 quarter units in principles of accounting courses from an accredited college.

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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 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/accounting functions; apply bookkeeping and/or routine statistical principles, practices and techniques; use automated information storage and retrieval equipment; 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 routine decisions and independent judgments; communicate effectively both verbally and in writing; communicate effectively with people of diverse socio-economic backgrounds and temperaments; organize and prioritize work assignments; make routine arithmetical calculations; edit for 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.

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 III within one year of satisfactory performance in the Accounting Clerk II 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.

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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.

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