

ACCOUNT CLERK II

POSITION SUMMARY: To perform responsible clerical, bookkeeping and general record preparation work requiring specialized knowledge in the area assigned; and to perform related work as required.

SUPERVISION RECEIVED: Work is performed under the general supervision of a designated official.

ESSENTIAL JOB FUNCTIONS: An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Prepare and maintain a variety of statistical, bookkeeping, or relatively complex records.
2. Gather information, record and summarize data.
3. Prepare detailed cost, time, payroll or financial records.
4. Compose and type correspondence, records and reports.
5. May type warrants, complaints, commitments and other legal papers.
6. May receive, process and record moneys.
7. Review and correct tax roll and special assessment entries and balance records.
8. Process vouchers and invoices for payment, post information to purchase orders and to invoice records.
9. Prepare tax and special assessment bills and post to tax rolls.
10. Reconcile cash receipts and prepare for depositing.
11. Prepare appropriation ledger sheets.
12. May operate calculator, adding machine, check protector, duplicating and other office equipment.
13. May maintain cash book and operate check register.
14. Record collection of taxes, bills and fees, subdivide payments as required, and balance records.
15. Post to and maintain ledgers and accounts.
16. Answer telephone inquiries and provide information as required.

17. Assist in preparing the municipal payroll and compute payroll deductions.
18. File and maintain files.
19. Assist in the preparation of special records and reports.
20. Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- Considerable knowledge of modern office practices and procedures.
- Reasonable knowledge of commercial arithmetic, bookkeeping or related subjects.
- Reasonable knowledge of departmental program, operations or specific activities assigned.
- Ability to understand and follow instructions.
- Ability to plan and organize the work.
- Ability to assemble data and interpret results.
- Mental alertness and dependability.
- Initiative and resourcefulness in solving problems.
- Ability to work effectively with the public and other employees.
- Graduation from an accredited high school, including or supplemented by commercial or bookkeeping courses.
- Reasonable recent experience in responsible clerical, bookkeeping or related work.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.