



Job Title: Account Clerk 3  
Department: Finance  
Date: July 23, 2018  
 Non-Exempt  Exempt  
FLSA Exemption: Administrative  
Job Reports To (title): Accountant  
Pay Grade: 5  
 Full Time  Part Time

## Job Description

**Summary/Objective** Under supervision, performs a variety of routine, difficult accounting clerical and data entry work related to billing and collection of utility bills, business licenses, payroll, maintenance and review of financial and statistical records, preparing, posting, maintenance and/or reconciliation of financial, accounting, inventory and/or statistical records.

Account Clerk 3 is the advanced level class in this series. Under limited supervision, individuals in this class are usually assigned the more difficult and complex clerical and accounting tasks, requiring the ability to apply analytical skills, resolve complex issues and propose solutions. Duties performed typically require a general knowledge of overall accounting systems, specialized knowledge of a specific subsidiary or sub-system function, and the exercise of independent judgment. Incumbents may provide lead direction or training to less experienced employees.

### Essential Job Functions

The duties listed below are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:

1. Assists the collection, sorting, and distribution of mail and various accounting reports, documents, and customer's water bills.
2. Posts, verifies and reconciles various accounts; gathers, sorts and researches records and files to provide factual data, and traces discrepancies to reconcile accounts.
3. Performs data entry functions.
4. Provides billing, payment and other accounting information to customers, vendors, City personnel and others; provides relief for other Account Clerk positions as assigned.
5. Operates a variety of standard and specialized office equipment; performs related general clerical work such as typing, filing, proofing, photocopying and collating.

6. Receives and processes cash, check & credit card payments, balances cash and prepares bank deposits.
7. Prepares, distributes, receives and maintains data entry on City business licenses.
8. Oversees the preparation and monitors collection of billing for City services; researches and compiles relevant information; follows up delinquent accounts and bad debts; and performs related collection functions as assigned.
9. Performs complex research and special projects, including tax roll placements, regulatory filings and reports, and unclaimed check process.
10. Reviews, verifies and processes employee time reports; calculates and processes monthly group insurance billings and other payroll deductions; prepares payroll register, payment requests, and processes related reports.
11. Maintains sub-system and/or subsidiary ledger functions and performs reconciliations with general ledger accounts; prepares reports as required in area of assigned functional responsibility.
12. Reviews and classifies documents for proper account documentation; codes information according to established City procedures.
13. Prepares and balances batch posting controls to sub-system and general ledger entries; prepares adjustments and/or corrections to close and/or balance accounts.
14. May provide lead direction and/or training to less experienced employees in specific sub-system or subsidiary functions as assigned.
15. Performs other related duties as assigned.

### **Conformance Statement**

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, residents, suppliers and elected officials.
- Work cooperatively and effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintain the highest level of ethical behavior in all matters.

### **Competencies**

1. Ethical Conduct.
2. Time Management.
3. Organization Skills.
4. Accuracy & Financial Management.
5. Project Management.
6. Personal Effectiveness/Credibility.

### **Qualification Guidelines**

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Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education** Required Associate's Degree in accounting, finance or a related field.

**Experience** Three years of accounting clerical experience within the last five years, one year of which must be at the Account Clerk II level or its equivalent. Good computer skills, including common office software applications, specifically proficient in Microsoft Excel.

**Substitution:** Two years of experience as an Account Clerk I or II with the City of San Jacinto may be substituted for the required college degree.

### **Knowledge, Skills & Abilities**

Knowledge of:

- Basic arithmetic functions including decimals and percentages; basic accounting recordkeeping principals, practices and terminology; standard filing, indexing and cross-referencing method.
- Basic clerical, bookkeeping and accounting procedures, concepts and terminology; basic data processing functions in the operation of a computer.
- How to write a formal business letter, prepare financial reports and maintain journals, ledgers and complex file systems.
- How to prepare and distribute utility bills; maintain database on utility billing.
- Methods, concepts and terms used in finance and statistical clerical work, including budgeting, project accounting, payroll, cash and general ledger processes; basic personal computer business applications including spreadsheet software.

Ability to:

- Make arithmetic calculations with speed and accuracy; perform detailed clerical work accurately and quickly; type accurately at 40 net wpm; quickly learn policies and procedures applicable to the processing of accounting data; follow oral and written instructions; maintain sustained close visual and mental attention; establish and maintain effective working relationships with others; communicate clearly.
- To perform difficult clerical accounting work involving some independent ; process, balance and adjust a variety of fiscal transactions and accounting data; operate a ten-key adding machine with speed and accuracy.

- Understand and carry out oral and written instructions.
- Work well and cooperatively with others.
- Verify and code financial statements, invoices and reports.
- Provide excellent customer service.

Skills:

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **Work Authorization/Security Clearance**

Must complete post-offer/pre-employment Department of Justice finger printing and background screening. Work authorization as required by the U.S. Citizenship and Immigration Services is mandatory within three business days of hire.

### **Disaster Service Worker Requirements**

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

### **Working Conditions, Mental and Physical Demands**

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

#### **Work Environment**

Indoor office environment; the employee is frequently required to sit, stand, walk, use hands and fingers, and reach with hands and arms. Lifting and carrying up to 50 pounds. Noise and temperatures are moderate and fumes are not generally present.

#### **Physical Demands**

While performing the duties of this job, the employee is regularly required to see, talk, and hear.

#### **Essential Mental Functions**



Regularly required to use written and oral communication skills, read and interpret data, analyze and solve problems; observe and interpret situations; interact with City staff and citizens.

Be able to make quick decisions, provide guidance and direction to others, problem solve, read, write, and speak publicly. Essential to be able to read, organize, process and interpret data, and be able to add, subtract, multiply and divide.

### Supervisory Responsibility

This position has no supervisory responsibilities.

### Expected Hours of Work/Work Schedule

Monday – Thursday 7:00 AM – 6:00 PM (4x10 work week). Occasional evening and weekend work may be required as job duties demand.

### Travel

Minimal travel may be expected for this position.

### Disclaimers and Approval

This disclaimer informs the employee that the job description is not a contract between the employee and the City. The City may change the job description and may request the employee to perform additional duties not included in this description.

This job description has been approved by all levels of management:

Department Head Thomas P. Hill Date: 7/31/18  
City Manager [Signature] Date: 7/31/18  
HR Denise D. Wolsieff Date: 7-31-2018

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date: \_\_\_\_\_