

ACCOUNT CLERK

KIND OF WORK

Entry level account clerk and administrative support.

NATURE AND PURPOSE

Under general supervision/procedural control, performs a combination of accounting and administrative support duties involving specialized knowledge of financial records and coding, inputting and accessing information in the State's accounting system (or comparable system) to maintain an integral part of an extensive accounting operation; performs related work as required.

Account Clerks' primary concerns are do the numbers add up and are the codes correct. Positions in this classification are heavily involved in the transactional aspects of accounting whereas Account Clerk Senior positions have a noticeable shift to what do the numbers mean.

EXAMPLES OF WORK

(A position may not include all the work examples given, nor does the list include all that may be assigned.)

Codes requisitions and prepares and processes encumbrance documents (e.g., department or field purchase orders) to ensure proper documentation is available to support related transactions by reviewing for accuracy and conformity with procedure; by maintaining logs and/or files; and by monitoring balances and notifying leadworker/supervisor of account shortages.

Approves and prepares invoices for payment by matching incoming invoices, packing slips, and acknowledgements for verification of receipt; checks invoices for correct pricing and mathematical accuracy; determines amount/accuracy of discounts and resolves minor discrepancies; and codes and process invoices for payment with the proper appropriation, fund, object code and activity code.

Obtains vendor numbers for new accounts to ensure accurate and timely payment of invoices; processes direct pay permit/tax exempt forms as necessary; and coordinates correspondence with vendors.

Processes employee expense documents for payment by reviewing them for completeness and accuracy, checking mathematical accuracy of totals and ensuring that proper procedures were followed.

Inputs and/or accesses information in computer system as directed so that all accounting data (e.g., vendor number, account, amount, etc) are properly recorded in the system by inputting payments and encumbrances; by checking status of accounts at the request of leadworker/supervisor; by retrieving stored data; and by verifying entries for accuracy.

Account Clerk

Class Specification

Page 2

Assembles documents as directed to assist in the preparation of budgets, reports and audits by applying basic mathematics and formulas; and by using calculators to compute the totals, averages and percentages of numerical data and to check or reconcile data; and compiles periodic reports as directed.

Prepares deposits of all monies received daily to comply with State regulations; and ensures that authorized personnel transports the money to the bank in a timely manner.

Processes employee/student worker timesheets by verifying necessary codes, making necessary corrections, and entering appropriate data into SEMA4; verifies and enters labor distribution data into SEMA4; and reconciles payroll posting audit trail against payroll.

Maintains fixed and consumable asset inventories.

Maintains an efficient and accurate accounting filing system.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Arithmetic and mathematics sufficient to compute the totals, averages and percentages of numerical data and to check or reconcile data.

Basic business and governmental accounting terminology, principles and procedures sufficient to record, post and code information.

Office procedures, methods and equipment sufficient to input and access information in computer systems, and assemble and complete documents.

Law, policies, procedures, and Legislative Auditor, Department of Finance and State Treasurer requirements for handling and depositing state funds.

Ability to:

Follow detailed instructions required for maintenance of accurate accounting records.

Use a variety of office equipment and calculators.

Provide courteous and efficient service; communicate effectively with internal and external customers; and politely handle clients/customers who may be confused, agitated, or hostile.

Est.: 4/40
Rev.: 6/45, 7/65, 7/67, 7/69, 3/84, 6/00

T.C.:
Former Title(s):