

CITY OF SALINAS

SENIOR ACCOUNT CLERK

BARGAINING UNIT/CLASS CODE:
SMEA/H22

DEFINITION

To perform responsible bookkeeping and accounting duties within the City's central accounting system including the areas of accounts payable and/or accounts receivable; to prepare and/or monitor appropriate accounts involving posting and balancing; and to perform specialized accounting and financial duties within the Finance Department.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class of the Account Clerk series and is distinguished from the journey level by the performance of the more complex and difficult duties assigned to the Account Clerk classes including coordination of the accounts payable and/or accounts receivable functions with all City Departments. Incumbents typically possess specialized knowledge, abilities, skills and experience, and often exercises independent judgment in the performance of their duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the professional or management personnel. May exercise indirect supervision over lower level clerical or account clerk positions.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Perform bookkeeping and accounting duties within the City's central accounting system including the areas of accounts payable and/or accounts receivable. Prepare and/or monitor appropriate accounts involving posting and balancing. Resolve any problems within the accounts payable/receivable system including interactions with vendors, customers and departmental personnel. Coordinate activities with outside departments relating to assigned area of responsibility. Prepare and process billings for various City fees and assessments. Process, review and audit travel authorization for all City Departments. Perform technical calculations and finance related work. Answer the telephone and respond to questions on billings, business licenses and other city financial transactions. Assist customers over the counter with respect to licenses, permits and fees. Type and process a variety of documents including letters, memos, reports, statistical charts and forms. Provide basic clerical support and/or assistance in administration of contracts. Verify the amount of money in the account to insure sufficient money is available to cover check; enter and verify invoices for payment; prepare and print claim report and distribute to City departments and Council. Update utility billing charges; process and balance utility billing report monthly. Maintain vendor file and input new vendors as necessary. Prepare quarterly sales tax report for the State Board of Equalization. Process and maintain reprographics records and store transfers. Collect overdue billings/accounts using small claims court when necessary. Process and maintain a monthly statement of returned checks. Process, balance and prepare deposit slips for billing accounts; maintain appropriate records. Assist in the preparation of financial statements, analyses and budget reports. May perform special assignments as requested. Provide assistance to account clerks as necessary. Promote the mission, values and organization of an effective public organization, particularly in the area of customer service. Promote safety in the work place. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance,

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on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

QUALIFICATIONS

Knowledge of:

Account record-keeping principles, practices and terminology. Efficient office methods and procedures. English grammar, vocabulary, spelling and punctuation. Basic electronic data processing applications. Mathematics and statistics.

Ability to:

Perform responsible and moderately difficult financial record-keeping work. Adhere to good bookkeeping practices and procedures. Perform mathematical and statistical computations. Maintain clerical records and general filing systems. Perform clerical procedures in an organized and accurate manner. Operate a typewriter, computer, calculator and other common office machines as may be required. Understand and carry out oral and written instructions. Use computer hardware and software to prepare general correspondence and statistical information.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to completion of high school/GED and two (2) years of general clerical and/or accounting experience, supplemented with college level coursework in accounting, bookkeeping or a related field or equivalent work experience.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 2-84, REV: 6-96, REV: 8-05