

DESCRIPTION: Under immediate supervision, performs routine, clerical accounting work involving the preparation, maintenance, coding and processing of financial transactions, records and reports; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first classification level of two in the Accounting Clerk class series. Positions at this level perform a variety of routine, recurring clerical support work for accounting professionals where tasks are transactional in nature and are performed according to clearly defined, pre-determined instructions from which they may not deviate without permission from a higher authority. An Accounting Clerk I primarily reviews for completeness and accuracy; any documents with missing information are typically returned to the originator and questions concerning accuracy or eligibility of certain items for reimbursement/payment are forwarded to a higher level for review and resolution. Positions allocated to the Accounting Clerk II class are required to use judgment and discretion to generate and process accounting and financial data and transactions which are not predominately routine in nature. This series is differentiated from the Accountant class series based on the level of professional analysis of financial transactions performed and the knowledge of accounting theory and principles required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Reviews data on vouchers, invoices, computer printouts, and other documents to ensure the information is accurate and complete and meets the established agency requirements; contacts document originator to request required documentation as needed.

Educates agency staff, service providers, clients, customers or other billing entities on the complete billing process; provides on-going assistance to answer questions regarding payments and billings.

Enters data onto standardized forms, vouchers, labels, warrants, and other documents to facilitate processing and ensure proper accounting of funds.

Codes vouchers and other financial documents using agency pre-established codes to facilitate the identification, processing, and/or filing of the documents.

Reviews data from computer printouts and other reports in comparison to information maintained in the accounting system; identifies and researches source of discrepancies.

Performs data entry of financial transactions into an accounting system; verifies entries are accurate and posting is complete.

Sorts, files, maintains and/or retrieves correspondence, records, reports, invoices, vouchers, computer printouts, hard copy files or other financial transaction records to facilitate the preparation of reports and statements and to provide management data for analysis; generates and presents information in standardized reports as requested.

Prepares and maintains spreadsheets to track and/or monitor the process of financial transactions; provides data collected to management for analysis.

S19111 – ACCOUNTING CLERK I (continued)

Operates office machines including personal computer, calculator, reproduction equipment, and typewriters to duplicate, scan, compile, tabulate, check, enter, attach or post materials/information.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the principles and practices of clerical accounting/bookkeeping methods, forms and techniques; the methods of filing and maintaining accounting records; mathematical functions related to accounting processes; word processing and spreadsheet computer software programs.

Skill in: listening to and understanding information and/or instructions received to perform assigned tasks; entering data into spreadsheets or data bases.

Ability to: learn and apply agency policies and guidelines pertinent to clerical accounting; learn clerical accounting terminology, codes and classifications; communicate to express ideas and facts; compute and compile financial data involving the use of addition, subtraction, multiplication, division, percentages, and fractions; operate office equipment such as personal computers, scanners, photocopiers and desk calculators; extract data from established accounts for use in preparing accounting reports and statements.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Experience with clerical accounting procedures or other related office/clerical functions OR coursework/training in accounting, bookkeeping or related field.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Specific positions in this class may require an employee to possess a valid driver's license or the ability to provide independent authorized transportation in order to perform work-related travel.