

DESCRIPTION: Under general supervision, performs moderately complex, technical accounting work to generate and process front-end accounting and financial data transactions and reports; may serve as a lead worker over other support positions performing clerical accounting transactions; 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 second and final classification level in the Accounting Clerk class series. Positions at this level are required to use judgment and discretion to compile, summarize and process accounting and financial data and transactions, under the direction of professional accountants, which are not predominately routine in nature. Positions allocated to the Accounting Clerk I class perform routine, recurring clerical support where tasks are transactional in nature and processed according to clearly defined policies/procedures. Accountant I's are responsible for day-to-day accounting functions that require professional analysis using accounting theory and principles. 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.)

Prepares billing documents, invoices and other financial forms; records transactions into one or more accounting/financial management systems.

Posts data to ledgers, journals, and worksheets to establish and maintain records of all financial transactions.

Performs routine reviews and reconciliation of various financial statements including ledgers, journals, worksheets and accounts; verifies data is accurate and available for posting.

Verifies data entered into an accounting/financial management system and performs adjustments to correct errors.

Maintains and prepares financial and statistical records and reports to assist in the preparation of complex accounting reports, assessments and budget preparation.

Evaluates accounting documents received for conformance with agency policies and procedures or contract requirements; initiates and approves payments.

Extracts and compiles financial data from vouchers, ledgers, journals, computer printouts or system files to facilitate the preparation of standard reports and statements and to provide data to management for analysis.

Develops, prepares and maintains spreadsheets and reports to track and/or monitor the process of financial transactions; compiles information and provides to management for analysis.

S19112 – ACCOUNTING CLERK II (continued)

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

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 financial forms, vouchers, labels, warrants, and other documents to facilitate processing and ensure proper accounting of funds.

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

Computes amounts to be disbursed to and/or collected from providers, clients, or governmental agencies to apply established collection, discount and/or refund procedures and to maintain a sound financial status.

Sorts and files and/or retrieves correspondence, records, reports, invoices, vouchers, computer printouts, and other documents to ensure uniform storage and ready access to information.

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

Trains and guides the work of other support positions performing clerical accounting transactions or other incumbents occupying lower levels of this class series.

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

Knowledge of: the principles and practices of double entry accounting concepts and procedures; clerical accounting 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; gathering and compiling 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; maintain financial records and prepare clerical accounting reports and statements; enter information into a computer system; post information to ledgers, journals, worksheets, and other documents; compute and compile figures involving the use of addition, subtraction, multiplication, division, percentages, and fractions; compare information and recognize discrepancies; communicate with agency staff and the public to express facts and gather information; operate office equipment such as personal computers, scanners, photocopiers and desk calculators; adapt and apply guidelines and methods to accounting transactions; extract data from established accounts for use in preparing accounting reports and statements.

S19112 – ACCOUNTING CLERK II (continued)

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

Post high school coursework/training in accounting, bookkeeping, business administration, finance or related field OR experience with clerical accounting procedures including double-entry accounting.

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.