



Account Clerk II

JOB CHARACTERISTICS

Purpose

Perform moderately complex clerical accounting work within the Finance and Management Services Department to ensure timely and accurate payment for all of the City's financial obligations; or that payments due the City are accurately recorded and timely processed when received and that returned checks are expeditiously processed. Performs related and other work as required, all within the context of the City's Mission of providing responsive, cost effective, and innovative local government services through a collaborative effort with the community to make Concord a city of the highest quality.

Equipment, Methods & Guidelines

Typically uses computer, calculator, typewriter, telephone, fax, copier, and standard and customized software. Resource materials include rules, regulations, directives, policies and procedures as contained in both City and other agency documents and manuals.

Working Conditions

Office setting; standard workweek and hours are typical. Work includes pressure generated by deadlines, volume of work and frequent interruptions.

Physical Demands

Work includes moderate lifting; carrying, pulling, pushing, stooping, reaching and sitting; manual dexterity; speech, visual, and hearing acuity. Includes sustained periods of computer operation, including data entry.

Supervisory Guidance Received/Given

Reports to Program Manager. Supervision received consists of written and oral instructions intended to define objectives and problems and to prescribe both general and detailed methods for achieving objectives. Day to day lead direction, including policy interpretation, training, and work assignments and priorities is provided by the Lead Account Clerk or as appropriate by a senior level account clerk.

Allocation Factors/Distinctions

This is the journey level classification in the Account Clerk series. Positions in this class are distinguished from that of Account Clerk I due to broader scope of assigned activity, level of independent actions, and consequence of error. Incumbents are expected to understand and communicate financial policies to City personnel and the general public, and to solve simple problems or assist in the resolution of complex problems requiring tact and positive interpersonal skills. Incumbents assigned to the Treasurer's Office are deputized to act for the elected City Treasurer in delimited circumstances.

EXAMPLES OF DUTIES

1. Prepares justifications and makes recommendations for the adjustment of journals or transfer of entries to make revenue or expenditure corrections.
2. Searches records and provides factual data from information on file; assists in resolving discrepancies.
3. Posts, computes, compares and files a variety of financial, accounting, payroll, and statistical information.
4. Assists in compiling and typing expenditure and revenue reports.
5. Prepares justifications and makes recommendations for the adjustment of journals or transfer of entries to make revenue or expenditure corrections.
6. Researches and solves a variety of problems related to assigned activity. Provides information and assistance to other City personnel and the general public regarding applicable departmental policies, rules and procedures. Interprets financial policy, providing recommendations, and solving financial problems of moderate complexity. Interprets computer reports related to assigned activities.
7. Provides relief and backup assistance as necessary.

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8. When assigned to the Accounts Payable section, duties will typically include, but are not limited to:
Processes vendors' invoices for payment, verifies entries, checks amounts and payment account numbers, calculates extensions and discounts, confirms authorizations and correct PBB account numbers; manually key each invoice into system with appropriate PBB account numbers for payment on proper due date; and coordinates with payroll and accounts payable IRS, FTB, wage attachments, loans and miscellaneous deductions.
9. When assigned to the Payroll section, duties will typically include, but are not limited to:
Reviews payroll records submitted by departments to check and verify time card entries for hours worked, leave, overtime, and job cost coding, and inputs sensitive payroll related personal data into payroll data system; maintains files of authorized payroll deductions for employees; maintains accounting records to reflect personnel transactions and position control such as charges in pay rates, classification or departmental assignment, new hires, and separations from payroll; tracks vacation and leave usage; conducts quarterly benefit audits and maintains and reconciles reports for retirement systems; and process wage-related data in response to subpoenas.
10. When assigned to the Treasurer's Office, duties will typically include, but are not limited to:
Obtains current interest rates from banks; compiles necessary information for determining funds available for investment purposes; records clerical investment transactions; balances bank accounts and assessment books; prepares deposit slips and makes deposits. Receives, issues receipts, and verifies monies paid to the City including sewer fees, tax and interest revenues, permits, and Pavilion, golf course, swimming and recreation fees; records and balances receipts, computes balances, and delinquencies. Coordinates with HR and payroll on retiree medical billings; updates medical invoices to reflect current premiums and co-payments. Processes City claims for property damage; calculates and bills witness fees for police officer subpoenaed appearances; participates in preparation of supporting documentation for small claims actions. Coordinates payment of Pavilion performers; processes rent billings and maintain records for City owned properties; balances daily cash; and electronically transmits payroll auto deposits and verifies totals; maintains revolving fund and issues checks against it; prepares bank deposits.
11. When assigned to Revenue Generation, receives, issues receipts, and verifies monies paid to the City including sewer fees, tax and interest revenues, permits, golf course, swimming and recreation fees; records and balances receipts; processes applications for business license numbers, receives fees, provides information, maintains and corrects business license records, maintains revolving fund and issues checks against it; prepares bank deposits.
12. Promotes the City's Mission to make Concord a city of the highest quality by providing responsive, cost-effective, and innovative government services; understands and subscribes to the Vision and Values Statement adopted by the City.

DESIRABLE QUALIFICATIONS

Knowledge and Abilities

Working knowledge of modern financial record-keeping, procedures, methods, and terminology pertinent to municipal accounting office functions; preferably including full-charge bookkeeping; of related general clerical filing, indexing, and cross-referencing methods and procedures. Ability to learn the policies and procedures pertaining to the work, including the use and requirements of reports produced by data processing equipment; to learn governmental accounting procedures such as budgeting and encumbrance of expenditure accounts; to learn and use expenditure and revenue coding procedures; to understand and reconcile payroll records; to balance and reconcile accounts; to perform machine calculations with speed and accuracy; to do both complex and routine clerical work; to understand and carry out oral and written instructions; and to establish and maintain cooperative relationships with those encountered in the course of work.

Typing Skills

Ability to type at a speed of 40 net words per minute from clear printed copy.

Education/Experience

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

Education: Completion of the twelfth grade or the equivalent, preferably supplemented by clerical accounting training courses.

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Experience: Two years of bookkeeping or statistical record-keeping experience.

Other Requirements

A California Driver's License and a satisfactory driving record are conditions of initial and continued employment.