



Account Clerk III

JOB CHARACTERISTICS

Purpose

Perform complex clerical accounting work within 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 Team Leader or Program Manager.

Allocation Factors/Distinctions

This is the advanced journey level in the Account Clerk series. Positions in this class are distinguished from that of Account Clerk II due to broader scope of assigned activity, level of independent actions, level of responsibility and consequence of error. Incumbents are expected to understand, communicate, and interpret financial policies, and to solve complex problems and/or problems of a sensitive nature requiring tact and positive interpersonal skills. May be 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. 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 works with management level positions in solving financial problems of varied complexity. Interprets computer reports related to assigned activities.

Account Clerk III

4. Posts, computes, compare and file a variety of financial, accounting, payroll, and statistical information.
5. Compiles and types expenditure and revenue reports.
6. Provides relief and backup assistance as necessary.
7. When assigned to the Accounts Payable section, duties will typically include, but are not limited to:
Assists Accounts Payable Team Leader in preparing 1099s and overseeing the work of Account Clerk II. Compiles accounting reports and audits. 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.
8. When assigned to the Payroll section, duties will typically include, but are not limited to:
Assists Payroll Specialist in preparing W-2s and overseeing the work of Account Clerk II. Compiles payroll reports, calculates, posts, and audits complex payroll and timekeeping information. 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 Treasury Management, 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 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, Recovery of Costs for DUIs, false alarms, public nuisance citations, abatements, multi-family fees, encroachment permits, vehicle maintenance contracts; calculates and bills witness fees for police officer subpoenaed appearances; Prepares supporting documentation and processes small claims actions; processes rent billings and maintain records for City owned properties; balances daily cash;; maintains revolving fund and issues checks against it; prepares bank deposits. Backs-up the Treasury Technician position. In the absence of the Deputy, may initiate outgoing wires, positive pay, payroll transfers and payroll auto-deposit. 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, including category determination, receives fees, provides information, maintains and corrects business license records, maintains revolving fund and issues checks against it; prepares bank deposits; develops, processes and maintains an aged licenses receivable listing including generation and mailing of monthly late notices and legal collection procedures.
11. 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; general clerical filing, indexing, and cross-referencing methods and procedures.

Account Clerk III

Ability to interpret, and explain policies and procedures pertaining to the work including computerized reports; to use expenditure and revenue code procedures; to understand and reconcile payroll records; to balance and reconcile accounts; to perform machine calculations with speed and accuracy; to do complex clerical work; to 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 and 10-key by touch

Education/Experience

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. Generally this will require:

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

Experience: Three years of bookkeeping or statistical record-keeping experience. For assignment to the payroll section, two of the three years of experience must be in the payroll function. Likewise, for assignment to the accounts payable section, two of the three years of experience must be in a general ledger or accounts payable function. For assignment to the Treasurer's office, two of the three years of experience must be in an accounts receivable and/or general ledger function.

Other Requirements

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