

# **ACCOUNTING CLERK SERIES**

## **PREAMBLE**

### **Category Definition**

This series covers positions located in an accounting operation and, reporting through an Accountant, incumbents perform a variety of accounting and bookkeeping functions on a continuous basis. Accounting background and experience is normally required. Also included in this series are positions which may act as section heads in an accounting operation. Duties normally associated with this series includes posting and balancing of departmental ledgers, trial balances; bank reconciliations; cost/sharing claim preparation or other similar accounting functions.

### **Exclusions**

Positions which perform routine posting, processing invoices or vouchers, processing and collection of fees or dues where no ledger keeping, balancing and reconciliation is done. Such positions should be tested for inclusion in the Clerk series.

Also excluded are positions where incumbents are performing audits or verifications. Such positions should be tested for inclusion in the Audit Clerk series.

# **ACCOUNTING CLERK 1**

## **Class Definition**

Incumbents in this class perform bookkeeping or accounting functions such as posting and balancing ledgers for revenues, expenditures or trust accounts; preparation of statements; preparation of payroll; acting as a cashier where a variety of fees or fines are being paid, balancing daily and preparing bank deposits; being responsible for a special accounting function administered by the department, or performing any other similar functions. Some positions may act as section heads by supervising staff doing routine tasks.

## **Education and Experience**

High school education with considerable experience.

## **ACCOUNTING CLERK 2**

### **Class Definition**

Incumbents in this class perform varied complex and diversified accounting functions related to revenues, expenditures and cost-sharing and are responsible for posting and balancing a variety of ledgers, preparing weekly, monthly and yearly trial balances and reconciliations; compiling and preparing cost-sharing statements, cost reports and receipts, being responsible for all final processing.

Incumbents in this class may also act as section heads or subsection supervisors and are responsible for supervising, organizing work and maintaining work flow for staff engaged in such functions as posting receivables, payables, trust accounts, cashier functions, processing payments, payroll preparation, etc. Incumbents in this class will normally participate in the work themselves.

Incumbents in this class may also act as an Assistant to the Accountant in a smaller accounting operation and are expected to know and be able to perform all accounting functions within that operation and may be required to supervise subordinate staff engaged in carrying out a variety of routine functions.

### **Education and Experience**

High school education preferably with an accounting course, or considerable experience, with at least two years' in the accounting field.