

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: ACCOUNTING CLERK I / II
CLASS CODE: I - 6050
II - 6051
EFFECTIVE DATE: Amended 03/11/2005 (Revised 10/02/2002 version)
MARKET POINT: Based on applicable market study

DEPARTMENT: Various

JOB SUMMARY

Under supervisory direction: balances and reconciles cash receipts, billing statements and related statements; compiles and reviews invoices, EOB's (explanation of benefit) and other documents for County accounts payable and receivable activities; disburses monies received to appropriate parties; performs computer input of related data; generates and distributes financial and billing reports; enters and tracks purchase orders; and supports various financial activities within a department or County-wide. All activities will be performed in accordance with Generally Accepted Accounting Principles.

CLASS CHARACTERISTICS

Accounting Clerk I: This is the primary performance level of the class series performing accounting support activities.

Accounting Clerk II: This level of the class series is responsible for: providing complex accounting support; routinely reconciling detailed financial statements; and reviewing and balancing others' receipt, disbursement, and accounting activities.

ACCOUNTING CLERK I - ESSENTIAL FUNCTIONS

Balances fund collection / disbursement and receiving documents, and reconciles related statements.

Compiles, tabulates, verifies, interprets, and adjusts data from a variety of source documents and arrays data in presentable or prescribed format.

Reviews and audits purchase orders, vendor invoices, EOB's, cash receipts, and / or billings for accuracy and appropriateness of payment or billing.

Requests the generation of documents through an automated system, or prepares manual documents as disbursement conditions require.

Maintains tracking and filing systems for related documents.

Balances cash on hand against receipts; prepares and balances deposits; runs tapes on checks and cash; maintains appropriate spreadsheets; and posts receipts as appropriate.

Updates account, vendor, and/or customer records through computer input.

Answers financial and account questions from vendors, customers, and County employees.

Answers incoming phone calls and either provides assistance, transfers calls, or takes messages.

Provides general information to employees and visitors either by phone or in person.

Conducts independent research and analytical studies.

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Performs basic receptionist duties including filing, typing, and customer service.

Performs office back-up activities as requested.

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ACCOUNTING CLERK II - ESSENTIAL FUNCTIONS

In addition to the functions described above:

Reconciles various reports generated by others for accuracy of receipts and / or disbursements.

Designs and improves financial report formats and accounting processes.

Reconciles complex and detailed statements, including bank statements.

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Provides technical accounting training and assistance to others.

KNOWLEDGE, SKILLS, AND ABILITIES

Skill in using a personal computer for data entry and spreadsheet development / maintenance; Ability to operate 10-key by touch, calculator, cash register and other office machines with speed and accuracy; Knowledge of basic arithmetic, bookkeeping, accounting principles and practices; Ability to exercise independent judgment in researching and solving problems; Knowledge of the procedures, policies, and state/federal laws affecting the assigned accounting function; Ability to communicate clearly both orally and in writing; Ability to follow verbal or written instructions; Ability to maintain cooperative relationships with the public and other County employees; and Ability to research detailed information and respond to customer questions promptly.

PHYSICAL DEMANDS

Regularly walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 25 pounds; Use tools or equipment requiring a high degree of dexterity; and Work for sustained periods of time with a computer terminal and maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room.

EDUCATION AND EXPERIENCE

Accounting Clerk I: Equivalent to a high school diploma; must pass typing test at or above 40 WPM net; and two (2) years work experience in basic bookkeeping, accounts payable / receivable, and cash balancing activities.

Accounting Clerk II: Equivalent to an Associate's Degree in accounting, finance, or a related field, from an accredited college or university; must pass typing test at or above 40 WPM net; and one (1) year complex financial statement reconciliation work experience, including accounts payable and / or receivable responsibilities.

Equivalent combinations of education and work experience will be considered when screening for minimum qualifications. All selected applicants must pass a full background check.

CERTIFICATIONS

All incumbents must be bondable.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.