

## ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** ACCOUNT CLERK **GRADE:** 6

**TITLE ABBREVIATION:** ACCOUNT CLERK **TITLE NO.:** 6044

**JURIS.CL:** C **SALARY CODE:** 01 **EEO CODE:** AS **FLSA CODE:** NE

**DEPARTMENT:** VARIOUS **DIVISION:**

**SUPERVISOR'S TITLE:** VARIOUS

**DISTINGUISHING FEATURES OF THE CLASS:** This work is primarily of a routine nature and involves the application of standardized account-keeping practices used in maintaining and checking financial accounts and records. This class may also assist in performing the more difficult and responsible phases of this type of work. Account Clerks work under general supervision on standard assignments in accordance with well defined and established procedures. Detailed instructions are given for new or difficult assignments and unusual problems or situations are referred to a supervisor before action is taken. Work is checked by immediate supervisors or by another step in the account-keeping process. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Posts accounts from appropriation, expense, invoice, payroll, receipts, voucher records and other original entry media;

Processes authorizations for payment following prescribed procedures;

Prepares summary statements of ledger balances;

Receives remittances by mail or in person, verifies amount, computes interest and penalties, posts, issues receipts for monies received and prepares summary reports of daily receipts;

Compiles payroll data and prepares basic payrolls for the organizational unit;

Verifies and reconciles account balances according to a prescribed procedure;

Sorts, indexes and files requisitions, vouchers, ledger cards and other material;

Classifies recurring receipts and expenditures and distributes costs or charges according to a prescribed code or standard classification;

Compiles data and prepares simple financial reports and statistical reports;

Reviews and checks routine account-keeping records and reports for accuracy;

Operates office equipment such as keyboards, calculators, copy machines, check writing machines, computers and peripheral equipment;

Operates computer systems and applications such as spreadsheets, word processing, calendar, e-mail or other database software in performing work assignments;

Answers telephones and refers calls to appropriate staff members;

May balance accounts and prepare bank deposits for monies collected;

May audit records and process vouchers which may involve arithmetical computations for determining prices, costs and/or charges;

May perform routine clerical tasks which include typing, filing and other office clerical work.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of business arithmetic and English; working knowledge of word processing and basic spreadsheet programs; working knowledge of office terminology, procedures and equipment; ability to maintain and check financial accounts and records; ability to operate computerized account-keeping systems; ability to understand and carry out oral and written directions; ability to communicate clearly and effectively; clerical aptitude; initiative; good judgment; integrity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.

**NOTE:** Computer literacy will be evaluated during the probationary period.

**Special requirement:** When assigned to the Bursar's Office at Orange County Community College: incumbents will be required to become a commissioned notary public.

REVISED: 01/03/23 dmc