

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** SENIOR ACCOUNT CLERK **GRADE:** 7

**TITLE ABBREVIATION:** SR ACCOUNT CLERK **TITLE NO.:** 6584

**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 is clerical work involving responsibility for performing a variety of tasks in connection with account-keeping and the financial accounting process. The work may require a general understanding of specific law, office rules, procedures and policies. This class differs from that of Account Clerk by virtue of the complexity of the work being performed and increased level of responsibilities. Unusual problems or situations are referred to supervisors before action is taken. Work is checked by immediate supervisors or by another step in the account-keeping process. This class may lead and direct the work of subordinate clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Classifies a variety of receipts and/or expenditures, and distributes items according to a prescribed procedure;

Reviews and checks account keeping records and reports for accuracy and completeness;

Prepares routine correspondence on matters where policies and procedures are well defined;

Verifies and reconciles account balances according to prescribed procedures;

Receives remittances by mail or in person, verifies amount, computes interest and penalties, posts and prepares deposits for bank accounts;

Issues receipts or confirmations for monies received;

Prepares purchase requisitions and checks for accuracy and completeness;

Processes vouchers for payment; prepares and distributes checks according to prescribed procedures;

Posts from a variety of original entry media and prepares routine reports;

Processes, sorts, indexes, records and files a variety of control records and reports;

Compiles and prepares labor, material and operational cost records and reports;

Operates various computerized systems/programs and applications such as spreadsheets, word-processing, calendar, email or other department related database in performing work assignments;

May prepare, process, and track contracts with service providers, rental agreements, etc. as needed;

May prepare and send redemption bills to property owners and process redemption of properties;

May assign, review work and instruct new employees in the specialized account keeping and clerical work of a unit;

May assist in the preparation of unit or departmental budget and in maintaining budgetary control;

May participate in preparing department payrolls involving verifications and computations;

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 financial accounting and record keeping practices; good knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; good knowledge of word processing and basic spreadsheet programs; ability to maintain financial accounts; ability to follow complex oral and written directions; ability to prepare correspondence and reports; ability to operate computerized account-keeping systems; ability to organize and prioritize varied assignments; ability to lead and direct the work of others; clerical aptitude; initiative; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of high school equivalency diploma and (2) years of clerical experience involving the maintenance or auditing of financial accounts or records.