



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## ACCOUNTING CLERK/SENIOR ACCOUNTING CLERK Class Description

**DEPARTMENT/DIVISION:** Financial Services

### **DEFINITION**

Under direct or general supervision of Finance Manager, learns and performs a variety of clerical and office support work related to the processing of financial transactions, record keeping and the preparation and reconciliation of financial and accounting records and reports; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision and training by the Finance Manager or higher-level supervisor. No direct supervision of staff is exercised. The higher-level class may exercise technical and functional lead supervision over the lower-level class.

### **CLASS CHARACTERISTICS**

Accounting Clerk is the first working-level class in the Accounting Clerk series. Initially under close supervision, incumbents perform work in accounts receivable and/or accounts payable, in addition to performing a variety of record keeping, reconciliation and report preparation activities. As knowledge and experience are gained, the work becomes broader in scope, assignments are more varied and are performed under more general supervision. This class is alternately staffed with the Senior Accounting Clerk and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

Senior Accounting Clerk is the full journey-level class in the Accounting Clerk series. Incumbents are cross-trained and perform the full range of technical work in all of the following areas: payroll, accounts receivable and/or accounts payable, in addition to performing a variety of record keeping, reconciliation and report preparation activities. This class is distinguished from Accounting Technician in that the latter is the advanced journey-level class in the series, is a single-position class, and performs higher-level functions related to payroll and benefits systems

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

When performing the accounts receivable assignment:

- Receives and balances cash receipts; allocates revenue to proper cost accounts; posts revenue; prepares deposits and related reports.
- Receives mail and direct payments from the public and from other Town departments, balances monies received, prepares receipts and bank deposits.
- Processes refundable bonds and deposits by posting activities to ledger, refunds unused deposit and generates related information.
- Prepares and distributes billings and notices.
- Prepares delinquent item reports, initiates and monitors delinquent processing.

When performing the accounts payable assignment:

- Processes and maintains accounting and financial transactions in compliance with all applicable rules regulations and ordinances.

- Reviews source documents for compliance to rules, regulations and procedures; determines proper handling for compliance.
- Reviews source documents for accuracy and receipt of information; collects, records, files, and distributes related paperwork.
- Prepares documentation for payment; confer with vendors as necessary; enters and verifies data into the automated accounts payable system to produce payment; may prepare manual checks; prepares payments for mailing and file copies with backup.
- Receives vendor inquiries via telephone, fax or mail; and resolves any issues, problems or requests using established procedures.

When performing all assignments:

- Verifies, posts, and records a variety of financial transactions; prepares and maintains database, records and a variety of periodic and special financial, accounting and statistical reports.
- Enters and retrieves information using standard word processing and spreadsheet software.
- Reconciles transactions and data as directed; records changes and resolves differences, maintains the accuracy of the accounting and financial records.
- Generates and assists in the preparation of monthly, quarterly, and year-end financial, summary and technical reports.
- Performs general office support duties such as opening and routing mail and deliveries; preparing correspondence; filing and record keeping; and duplicating and distributing various written materials.
- Assists customers, departments, and employees by providing answers and information regarding specific account information, discrepancies and/or general accounting procedures; and updates related files and departments on action items.
- Assists Finance Manager with special projects as required.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Terminology and practices of financial and accounting document processing and record keeping, including payroll, accounts payable, accounts receivable and purchasing.
- Basic principles and practices of fund accounting and public agency budgeting.
- Standard office practices and procedures, including the use of standard office equipment.
- Computer applications related to the work, including word processing and spreadsheet applications.
- Records management principles and practices.
- Business arithmetic and statistical techniques.
- Techniques providing a high level of customer service to public and Town staff, in person and over the telephone.
- Safe driving principles and practices.
- Safe work practices.

### **Skill in:**

- Performing detailed accounting and financial office support work accurately and in a timely manner.
- Responding to and effectively prioritizing multiple phone calls and other requests for service.
- Interpreting, applying and explaining policies and procedures.
- Composing correspondence and reports independently or from brief instructions.
- Establishing, maintaining and researching files.
- Making accurate arithmetic, financial and statistical computations.
- Using English effectively to communicate in person, over the telephone and in writing.
- Organizing own work, setting priorities and meeting critical time deadlines.
- Entering and retrieving data from a computer with sufficient speed and accuracy to perform assigned work.
- Providing exceptional customer service to coworkers, internal customers and the public.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establishing and maintaining effective working relationships with employees those contacted in the course of the work.
- Operating modern office equipment including computer equipment and software programs.
- Operating a motor vehicle safely.

**EDUCATION AND EXPERIENCE:**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Accounting Clerk:** Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and one (1) year of experience in performing general accounting office work. Coursework related to bookkeeping, basic accounting and/or related computer applications and some experience in processing financial documents and maintaining financial or accounting records are desirable. Some experience and/or training in the use of Microsoft Office Products and other modern software applications.

**Senior Accounting Clerk:** Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by coursework related to bookkeeping, basic accounting and/or related computer applications is desired and four (4) years of experience in processing financial documents, maintaining financial or accounting records, or billing and collections, or two (2) years of experience equivalent to that of Accounting Clerk.

**License:**

Possession of, or ability to obtain, and maintain a valid California class C driver's license, with a satisfactory driving record, may be required.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 20 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work on evenings, weekends, and holidays.

**Note:** All employees of the Town of Discovery Bay Community Services District are designated by state law to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.