



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## ACCOUNT CLERK

**\$24.27 - \$27.45/hour, \$50,472 – \$57,105/year**

FLSA Designation: Non-Exempt  
Established: May, 2012  
Revised: July, 2019

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

**DEPARTMENT / DIVISION** Finance

### SUMMARY DESCRIPTION

Under supervision of the Finance Manager.

### IDENTIFYING CHARACTERISTICS

Account Clerk – This is the entry-level classification 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 Account 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 journey-level class.

### REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

1. Receives and balances cash receipts; allocates revenue to proper cost accounts; posts revenue; prepares deposits and related reports.
2. Receives mail and direct payments from the public and from other Town departments, balances monies received, prepares receipts and bank deposits.
3. Processes refundable bonds and deposits by posting activities to ledger, refunds unused deposit and generates related information.
4. Prepares and distributes billings and notices.
5. Prepares delinquent item reports, initiates and monitors delinquent processing.
6. Processes and maintains accounting and financial transactions in compliance with all applicable rules, regulations and ordinances.
7. Reviews source documents for compliance to rules, regulations and procedures; determines proper handling for compliance.
8. Reviews source documents for accuracy and receipt of information; collects, records, files, and distributes related paperwork.
9. 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.

10. Receives vendor inquiries via telephone, fax or mail; and resolves any issues, problems or requests using established procedures.

### **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

#### **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.

#### **Ability to:**

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 and 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:

Account 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. Operate modern office equipment including computer equipment and specialized software applications programs.

#### **License:**

Possession of, or ability to obtain, an appropriate driver's license may be required for some positions.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee interfaces with staff, management, and the public in providing customer service, explaining Town policies and procedures, and requesting and providing information.

**Physical:** Must possess mobility to work in a standard office setting and use standard office equipment, including a computer. 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.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**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.