

SENIOR ACCOUNT CLERK

DEFINITION

To perform a variety of responsible technical and clerical accounting duties in the preparation, maintenance and processing of accounting records and financial transactions.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Account Clerk series. Positions at this level are distinguished from the other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including responsibility for the full range of accounting clerical duties related to payroll, accounts payable and accounts receivable and may provide technical and functional supervision over accounting clerical personnel. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an Accounting Manager or assigned supervisor.

May exercise technical and functional supervision over accounting clerical personnel.

ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

1. Perform a variety of technical and clerical accounting duties in the preparation, maintenance and processing of accounting records and financial transactions including accounts payable, accounts receivable and payroll functions.
2. Maintain the necessary accounting records to support processed transactions related to area of assignment.
3. Perform reconciliation of records of assigned function; verify accounting entries in order to determine the accuracy of each account or record.
4. Process, code, enter and verify numerical or financial data related to area of assignment; distribute data to appropriate department upon completion of assigned process.

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ESSENTIAL DUTIES

5. Prepare technical reports and documentation related to area of assignment; compile and prepare reports based on state and federal requirements.
6. Provide technical support to assigned supervisory personnel; research and compile technical information related to area of assignment.
7. Respond to questions and concerns from operating departments regarding area of assignment; correct problems in documents as necessary; explain processes and systems to city employees and vendors.
8. May provide technical and functional supervision over assigned accounting clerical personnel; assign and review work of other accounting clerical staff; train others in accounting systems and procedures.
9. Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- A. Methods, practices and terminology used in accounting clerical work.
- B. Pertinent rules, laws and policy regarding accounting methods.
- C. Modern office practices, methods, procedures and computer equipment.

Ability to:

- D. Perform advanced journey level accounting clerical work such as accounts payable, accounts receivable or payroll.
- E. Post and to make mathematical computations rapidly and accurately.
- F. Establish and maintain effective working relationships with those contacted in the course of work.
- G. Operate automated office equipment and use a computer based accounting system.
- H. Communicate clearly and concisely, both orally and in writing.
- I. Perform assigned tasks using standard office software products.

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Ability to (continued):

Experience and Training

Any combination equivalent to experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible and specialized accounting clerical experience.

Training:

Equivalent to the completion of the twelfth grade with additional education highly desirable.

PROBATIONARY PERIOD: Six months

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Revised February 1999

APP GROUP: 16

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt