

March 16, 2018

**VACANCY ANNOUNCEMENT
PROMOTION/TRANSFER**

VACANCY: Account Clerk – Tax Office
Full Time – 40 hours

SALARY: 31E - \$19.30 to \$27.86 per hour (hired before 7/1/03)
\$19.30 to \$26.21 per hour (hired after 7/1/03)

NATURE OF WORK: Please read the attached job description.

QUALIFICATIONS: Graduation from high school or the equivalent, including or supplemented by courses in bookkeeping and business practices, plus 2 years of varied office clerical work or an equivalent combination of education and qualifying experience substitution on a year for year basis.

HOW TO APPLY: Applications for Promotion/Transfer are available in the Personnel Department. Office hours are Monday through Friday, 8:00 A.M. to 5:00 P.M.

LAST DATE TO APPLY: Tuesday, March 27, 2018.

Account Clerk

General Description

This is responsible accounting clerical work involving the processing of financial documents and the maintenance of financial records.

Work involves responsibility for assisting in the financial functions of a department. Duties include posting and balancing ledgers, preparing bank deposits, billing and preparing payroll documents. This position has the responsibility for making standard accounting clerical decisions. The position requires that the employee have good knowledge, skill and ability in clerical processing, record keeping and general business office practices.

Supervision Received

Works under the general supervision of an accounting professional or department head.

Examples of Duties

Types a variety of accounting office materials including correspondence, forms, checks reports and statistics.

Posts and totals financial ledgers. Verifies journal entries and makes corrections as needed. Receives payments. Records amounts, issues receipts and prepares banks deposits of all cash and checks received.

Reconciles monthly bank statements to accounting records.

Types bills or operates computer to produce bills to program recipients, customers, or other agencies.

Reviews payment records and processes additions or abatements as required.

Verifies time sheets and types payroll documents.

Performs a variety of routine office duties such a filing, sorting department mail, and serving as information clerk, directing callers to proper persons and providing information regarding the functions and operation o f the department.

Performs related work as required.

Knowledge, Skills and Abilities

Good knowledge of bookkeeping principles and practices.

Good skill in the use of standard office machines including a calculator, typewriter and CRT unit.

Good skill in mathematical computations.

Account Clerk (continues)

Knowledge, Skills and Abilities

Good ability in oral and written communications.

Good ability to maintain routine financial records.

Good ability to establish and maintain effective working relationships with supervisors, associates and the general public.

Qualifications

Graduation from high school or the equivalent, including or supplemented by courses in bookkeeping and business practices, plus two years of varied office clerical work or an equivalent combination of education and qualifying experience substituting on a year for year basis.