

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: ACCOUNT CLERK I
ACCOUNT CLERK II

DEPARTMENT: VARIOUS

BASIC FUNCTION:

Under general supervision, to perform clerical accounting work involved with billing and collection of city bills, payment of city vendors and employees and the maintenance and review of financial and statistical records; and to do related work as assigned.

KEY RESPONSIBILITIES:

(These are representative duties and the emphasis on certain duties will vary depending on the job assignment.)

Account Clerk I: This is the entry level for clerical accounting employees. Employees in this class normally work under close supervision performing a group of repetitive or closely related duties according to established procedures. Generally, work is observed and reviewed both during its performance and upon completion, and changes in procedure or exceptions to rules are explained in detail as they arise. Account Clerks I are normally considered to be in a training status and as assigned responsibility and breadth of knowledge increase with increased experience, may reasonably expect their positions to be reassigned to the next higher class of Account Clerk II. Under this training concept, positions assigned to the class of Account Clerk II which become vacant may reasonably be filled at the Account Clerk I level, with the understanding that future reassignment to the Account Clerk II class in most cases is to be expected.

Account Clerk II: This is the journey level for clerical accounting employees. Positions in this class are normally filled by advancement from the lower grade of Account Clerk I, or, when filled from the outside, require prior clerical accounting experience. An Account Clerk II works under general supervision and, within a framework of established procedures, is expected to perform a variety of accounting duties with only occasional instruction or assistance. Adequate performance at this level requires the knowledge of departmental procedures and precedence, and the ability to choose among a limited number of alternatives in solving routine problems.

Account Clerk I/II:

Check and review invoices and prepare for payment or billing.

Collect payments over the counter and through the mail.

Balance cash drawer and prepare deposits.

Perform routine data entry.

Review and check records, forms and other documents for accuracy, completeness and conformance to rules and regulations.

Post a wide assortment of information to records. Maintain files of correspondence, records and other documents.

Assist in preparing the city payroll.

Perform a variety of clerical and technical duties

Respond to citizen complaints and inquiries

Serve as a back-up receptionist as needed.

Receive, sort, and distribute incoming bill payments and invoices.

Operate adding machine, automated accounting systems and other office equipment.

Perform other related duties as required.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Account Clerk I

Knowledge of:

- Basic methods, terminology, and practices of financial recordkeeping.
- Modern office practices and procedures.

Ability to:

- Demonstrate excellent customer service.
- Perform difficult and responsible clerical work.
- Receive and count cash, make accurate change and balance cash drawer.
- Post financial data and make accurate arithmetical calculations.
- Use basic spreadsheet and word-processing applications.
- Operate a 10-key machine by touch.
- Understand and carry out oral and written instructions.
- Learn and operate standard city software applications.
- Work cooperatively with others.

Account Clerk II

In addition to the qualifications for Account Clerk I:

Knowledge of:

- City policies and procedures related to the assigned duties.

Ability to:

- Verify and review invoices and bills.
- Proficiently operate city software applications.
- Train or cross-train other staff as requested
- Prepare departmental reports.
- Effectively respond to citizen/employee/customer complaints and inquiries.

EXPERIENCE AND EDUCATION:

Any combination equivalent to the experience and education that would likely provide the required knowledge and abilities would be qualifying.

At the Account Clerk I level, responsible clerical experience involving accuracy and detail orientation is qualifying.

At the Account Clerk II level, a typical way to obtain the knowledge and abilities would be one year of experience performing duties comparable to those normally assigned to the Account Clerk I class.

PHYSICAL STANDARDS:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office and computer equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read information and documents; observe and interpret people and situations; learn and apply new information or skills; perform detailed work; and interact with staff and others encountered in the course of work.

Incumbents may occasionally need to travel to various city locations or to off-site meetings as necessary and as the assignment demands.

DATE APPROVED: June 5, 2001