

IMPERIAL COUNTY

CLASS TITLE: ACCOUNT CLERK III

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform difficult and complex accounting work involved in the preparation and maintenance of financial and statistical records of a specialized nature; perform a full range of financial clerical duties and assume sole financial clerical support for an operational unit; prepare complex claims and reports and perform lead duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Account Clerk III classification is the advanced-level classification in the series. Incumbents perform complex and varied financial and statistical record-keeping duties which require substantial knowledge of County accounting procedures. Incumbents perform a full range of financial duties or are sole financial clerical support for an operational unit. The Account Clerk I classification is the entry-level classification in the Account Clerk series. Incumbents perform routine clerical accounting duties and provide general assistance in an assigned office. The Account Clerk II classification is the experienced-level classification in the Account Clerk series. Incumbents perform accounting clerical duties of the above-average difficulty in an assigned accounting area such as accounts payable, accounts receivable, welfare or purchasing.

REPRESENTATIVE DUTIES:

Prepare and maintain a complete set of financial records for assigned accounts such as accounts payable, payroll, utilities or other complex accounts; coordinate related accounting activity with other functions; lead other accounting clerical personnel in performing accounts payable functions for assigned accounts.

Receive and receipt a variety of fees, taxes and fines; post, batch and reconcile financial information according to established procedures.

Post, assemble, tabulate, compare and verify financial and statistical data; prepare documentation for computer input; maintain and assure accuracy of assigned accounts; balance accounts and adjust as appropriate.

Prepare, sort and distribute checks and invoices; balance department revolving cash fund.

Receive calls and questions; explain and provide a variety of information to County employees and the public regarding such issues as medical and retirement benefits, costs, laws, regulations, taxes and status reports.

Prepare or review purchase orders, invoices, vouchers, bills and related documents; verify accuracy of information and process for payment; investigate and resolve errors, discrepancies and other issues.

Prepare journal entries and reconcile various fiscal records and documents.

Prepare and maintain a variety of statistical and financial records and reports; assist in monitoring the budget.

Gather, compile and arrange data; prepare complex and comprehensive claims and

reports for federal, State and County agencies; verify accuracy and resolve questions and issues.

Train and provide work direction and guidance to accounting clerical personnel as assigned.

Interpret and apply appropriate accounting rules and regulations; respond to questions regarding financial accounting procedures and related matters.

Coordinate with employees, vendors and other departments concerning assigned function; answer questions and provide information and assistance; change orders as required and discuss invoice adjustments with vendors.

Process, maintain and file a variety of related records, logs and listings; process documents involved in financial transactions.

Operate a variety of office machines including computers, calculators, typewriters, ten-key adding machines and copiers.

Audit accounts as necessary to assure proper internal controls.

Maintain confidentiality of information and records.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, procedures and terminology used in the type of accounts assigned.
- Accounting practices and procedures.
- Financial and statistical record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Modern office practices, procedures and equipment.
- Applicable codes, regulations, policies and procedures.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer terminal.
- Principles and practices of training and providing work direction.

ABILITY TO

- Read, interpret, apply and explain laws, codes, regulations, policies and procedures.
- Apply bookkeeping and financial record-keeping principles to the accurate maintenance of complex and specialized fiscal and accounting records.
- Perform complex clerical accounting.
- Learn office policies, rules and practices.
- Prepare data processing input documents rapidly and accurately.
- Prepare and maintain comprehensive and complex financial records and reports.
- Analyze situations accurately and adopt an effective course of action.
- Make arithmetic calculations quickly and accurately.
- Work confidentially with discretion.
- Complete work with many interruptions.
- Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.
Train and provide work direction to others.
Meet schedules and time lines.
Plan and organize work.
Communicate effectively both orally and in writing.
Operate a variety of office machines including computer, calculator, typewriter, ten-key adding machine and copier.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of increasingly responsible financial clerical record-keeping experience.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this classification may be required to possess a valid California driver's license.

WORKING CONDITIONS:

Office environment; subject to constant interruptions.

Physical abilities required include dexterity of hands and fingers to operate standard office equipment and computers, bending and reaching to retrieve and maintain files, hearing and speaking to exchange information and sitting for extended periods of time.