

CLASS TITLE: ACCOUNT CLERK SPECIALIST

PURPOSE OF THE CLASSIFICATION: Under general supervision performs responsible bookkeeping functions involving the application of basic accounting principles and practices to a variety of financial records; may provide lead direction to clerical and account clerical assistants in the performance of posting and record keeping and other related assigned duties.

ESSENTIAL TASKS:

- Posts journal recapitulations, information from personnel actions, perpetual inventories, and prepares monthly reports and trial balances
- Reviews and corrects fiscal print-outs
- Monitors, maintains, and adjusts various accounts
- Sets up standard books as new accounts are opened
- Receives, documents, prepares and deposits incoming monies
- Conducts internal audits of standard accounts
- Codes and prepares requests for purchases and payments
- Posts payrolls and purchase orders to control accounts
- Pays and tracks departmental bills by processing payment requests
- Receives payments and issues receipts
- Gathers and tabulates fiscal information and performs account clerical functions of reconciling accounts and verifying reports
- Locates, schedules, and tags new equipment/fixed assets
- May train clerical employees and provide lead direction
- Prepares monthly financial statements
- Posts journal entries
- Types budgets
- Makes daily review of fund reports and escrow accounts
- Maintains files, databases, records, and related documents
- Provides backup support to other staff
- Processes and maintains payroll, time, and leave reports in some smaller departments
- Compiles data and prepares billings for miscellaneous accounts receivables

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), including or supplemented by additional training in bookkeeping and commercial subjects and four (4) years experience in bookkeeping and related clerical work; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of the principles, methods, and practices of bookkeeping; good knowledge of laws, ordinances, and regulations governing City financial matters; some knowledge of computers and applicable software; and some knowledge of modern office methods and procedures. Ability to operate standard office machines; ability to make mathematical calculations with speed and accuracy; ability to prepare financial reports and to keep financial records of moderate complexity; ability to understand and follow brief instructions in regard to accounting problems; ability to plan and supervise the work of a small group of clerical personnel; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding. Skill in the operation of a typewriter, adding machine, and calculator.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key, telephone, and small precise work; occasional lifting and carrying up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, climbing, kneeling, handling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

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Licenses and Certificates: Some divisions may require a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; and some positions within this classification will require some travel to various City locations to locate, tag, and/or inventory fixed assets.

Class Code: 6522

EEO Code: N-06

Pay Code: OT-16

Group: Fiscal

Series: Account Clerical

Effective Date: October 1, 1995