

## **CLASS TITLE: PUBLIC WORKS ACCOUNT CLERK**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision performs responsible fiscal services involving payment of Public Works Department accounts to ensure compliance and accurate and timely invoice processing; and other related assigned duties.

### **ESSENTIAL TASKS:**

- Reviews, processes and verifies compliance and accuracy of payments/documentation for various Public Works contracts, projects and goods/services accounts
- Prepares daily reports
- Serves as primary contact, answering account questions and inquiries from departments, employees, vendors and contractors and researches invoice status and missing purchase order numbers and over run issues
- Checks status of payments, contracts and amendments to ensure processing
- May post check numbers and electronic payments, maintains ledgers of processed payments and contract balances and provides monthly activity reports to appropriate sections
- May review and process travel authorizations and expenses, verifying accuracy and compliance with Public Works and City policy
- Scans paperwork to maintain electronically
- Encumbers and monitors funds for contracts and projects and maintains related records
- May train personnel in use of electronic payroll receipt processes and related paperwork
- May assists in developing and maintaining Public Works accounts/payable template and various other forms
- Reports to work on a regular and timely basis

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

### **QUALIFICATIONS:**

Training and Experience: Graduation from a high school or possession of a General Educational Development Certificate (GED), including twenty (20) hours of college coursework in bookkeeping and accounting related subjects, and four (4) years of experience in bookkeeping and related clerical work; or an equivalent combination of training and experience per Personnel Department Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of the principles, methods and practices of bookkeeping/accounting; good knowledge of City of Tulsa Policies and Procedures; good knowledge of modern office methods and procedures; and knowledge of word processing and/or database software packages. Ability to operate standard office machines; ability to communicate effectively with various internal and external customers; ability to understand and follow instructions regarding accounts payable problems; 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. Must possess skill in the operation of a personal computer and relevant software.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key and telephone; occasional lifting and carrying up to 20 pounds; may require sitting for extended periods of time; subject to standing, bending, reaching, walking, and repetitive movements; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting and requires use of telephone and other office equipment.

**Class Code: 6543**

**EEO Code: N-06**

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**Pay Code: OT-17**

**Group: Fiscal**

**Series: Account Clerical**

**Effective Date: May 8, 2003**