

**CITY OF REDWOOD CITY
ACCOUNT CLERK I
ACCOUNT CLERK II**

DEFINITION

To perform a variety of specialized clerical and fiscal duties involving financial record keeping and financial transactions, including accounts payable, billing, revenue collections, and purchasing.

DISTINGUISHING CHARACTERISTICS

Account Clerk I: This is the entry level class in the Account Clerk series and is distinguished from the II level by the inability to perform the full range of duties assigned to the Account Clerk II class. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job skills.

Account Clerk II: This is the journey level class in the Account Clerk series and is distinguished from the I level by the ability to perform the full range of duties as assigned with only occasional instruction or assistance. Positions in this class are flexibly staffed and are normally filled by advancement from the I level. The Account Clerk II class is distinguished from the Accounting Technician I class in that more complex and specialized duties and responsibilities are assigned to the Accounting Technician I.

SUPERVISION RECEIVED AND EXERCISED

Account Clerk I

Receives immediate supervision from higher level accounting or supervisory personnel.

Exercises no supervision over others.

Account Clerk II

Receives general supervision from higher level accounting or supervisory personnel.

May exercise indirect supervision over personnel in the Account Clerk I class.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Verify incoming invoices for accuracy.

Verify department payment requests for accuracy.

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ACCOUNT CLERK I-II (Continued)

Process purchase orders and task orders.

Verify outstanding balances on utilities and check for duplicate billings sent in mail.

Supervise preparation of the weekly warrant register.

Check monthly vendor statements and balance them.

Maintain files on employee advances and check for repayment or reimbursements.

Create yearly files for accounts payable.

Issue checks from HCDA.

Maintain warrant register files and vendor files.

Review requests for supplies or service; do research and meet with vendors.

Recommend selection of vendors; place orders; enter orders on to the computer system.

Prepare bids; review bids.

Maintain files on vendors, catalogs, purchase orders, and resolution.

Enter openings, closings, and adjustments for utility billing onto the computer.

Mail out closing reminders and delinquent notices; follow up on delinquent accounts.

Process and record billing payments; receive and code monies.

Keep records and maintain files on accounts receivable records.

Receive payments for garbage collection operations.

Verify and process bank deposits.

Respond to public inquiries regarding water, sewer, and garbage services.

Receive and post cash payments.

Prepare adjustment memos for credit or debit to various accounts.

Prepare daily cash report for entry by data processing.

Prepare daily cash reports and coding.

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Process returned checks.

Record financial transactions pertaining to special districts.

Comply with reporting requirements of PERS, EPA, and the Water Quality Control Board.

Prepare reports to insurance carriers; review accuracy of monthly premium charges.

Perform related duties as assigned.

QUALIFICATIONS

Account Clerk I

Knowledge of:

Modern office practices, procedures, and equipment.

Basic mathematics.

Basic bookkeeping procedures.

Ability to:

Learn financial record keeping principles and practices; learn accounting principles.

Learn to use a computer-based accounting system.

Communicate effectively both orally and in writing.

Establish and maintain cooperative relationships with fellow employees.

Work effectively with the public.

Operate a ten-key calculator.

Follow oral and written instructions.

Physical Characteristics:

Must be in sufficiently good health to perform job duties.

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Experience and Education:

Any combination of experience and education that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year in a general clerical or accounting clerical position.

Education:

Equivalent to completion of the twelfth grade supplemented by business accounting courses.

Account Clerk II

In addition to the qualifications for Account Clerk I:

Knowledge of:

Principles and practices of financial record keeping.

Basic accounting principles.

Modern office procedures and equipment, including computer-based accounting systems.

Ability to:

Understand and interpret principles, laws and procedures involved in fiscal record keeping and accounting functions.

Prepare financial reports and maintain ledgers and journals.

Analyze data and draw sound conclusions.

Reconcile bank statements.

Communicate effectively both orally and in writing.

Establish and maintain effective cooperate relationships with fellow employees.

Work effectively with the public.

Plan and organize work to meet deadlines on a timely basis.

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Perform job tasks with minimal supervision.

Operate a ten-key calculator.

Follow oral and written instructions.

Operate a computer terminal for data input, inquiry, and report generation.

Experience and Education:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years responsible experience in the maintenance of financial, fiscal, and related statistical records.

Education:

Equivalent to completion of the twelfth grade supplemented by specialized training in accounting and fiscal processes.

Effective Date: February, 1985

Bargaining Group: Service Employees' International Union - Local 715