



## SENIOR ACCOUNTING CLERK

**CLASS SUMMARY:** To plan, assign and review the work of a fiscal clerical staff; to perform a wide variety of difficult and responsible work in connection with maintaining or monitoring fiscal and statistical records; and to perform related duties as assigned.

**CLASS CHARACTERISTICS:** This is the advanced journey level class in the Account Clerk series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series or by performing difficult and complex fiscal and statistical clerical work. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

**SUPERVISION RECEIVED:** Receives direction from assigned management personnel. May exercise functional and technical supervision over assigned accounting clerical personnel. Positions in the class of Sr. Accounting Clerk assigned responsibility for exercising technical and functional supervision will receive an additional 5% of base salary for the duration of the assignment.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

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| 1. | Supervises, plans, schedules, coordinates and assigns work of subordinates; posts, adjusts and balances accounts.   |
| 2. | Instructs new employees; assists in evaluating employee performance.  |
| 3. | Maintains records of financial data; assembles data from appropriate sources and prepares financial statements, summaries and reports requiring complex analysis of data; checks data for accuracy; performs analysis of data; meets with auditors and representatives of other agencies to assure compliance with accounting requirements. |
| 4. | Prepares and processes documents and adjustments where independent judgment is necessary, such as where analysis of accounts is required to determine what entry, if any, is needed.  |
| 5. | Audits claims and vouchers for accuracy, budget classification, discounts, legality, propriety and compliance with County procedures and contracts under general supervision where independent judgment is required.  |
| 6. | Checks claims and vouchers for fraudulent or improper authorization and other discrepancies; resolves discrepancies requiring independent judgment.   |

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7.	Prepares reconciliation of amount received by the unit to the amount transmitted to other departments or deposited to the bank; performs audits on cash collection process and procedures.
8.	Performs complex, manual mathematical calculations; creates complex computer worksheets and manipulates data in computer worksheets to analyze accounts or data.

**Knowledge of** (position requirements at entry):

- Accounting and financial record-keeping methods, practices and procedures, especially as they pertain to County accounting systems.
- Department and office policies, procedures and rules.
- Record keeping and report preparation procedures.
- Computer and personal computer systems.
- If assigned lead responsibility, basic principles of supervision, training and work coordination.

**Skills in** (position requirements at entry):

- Performing complex financial record-keeping work.
- Preparing clear and accurate financial statements, reports and analyses.
- Performing a variety of technical accounting duties.
- Applying general accounting and bookkeeping principles to specific County requirements.
- Assisting in the preparation of special reports.
- If assigned lead responsibility, ability to train and coordinate the work of employees performing accounting clerical work.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Typing at a speed necessary for successful job performance.
- Analyzing situations accurately and adopt an effective course of action.

**Training and Experience** (positions in this class typically require):

Equivalent to the completion of the twelfth grade; supplemented by specialized training in accounting, bookkeeping, finance or a related field. Three years of responsible financial, accounting or statistical record keeping. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

**NOTE:** These positions are represented by AFSCME Local 2831.

**Classification History:**

FLSA Status: Non-Exempt