

ACCOUNT CLERK III

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision of assigned supervisory or management staff, performs a variety of clerical accounting work involved in performing financial record keeping and reporting duties in support of assigned accounting system, function, or program area; prepares, processes, maintains, and verifies financial/accounting documents and records; provides customer service in person and by telephone; posts financial transactions to manual and/or automated accounting systems; performs full range of Utility Billing, Accounts Payable and Accounts Receivable functions; provides fully competent backup for Payroll function; and performs general office duties in support of assigned office.

IDENTIFYING CHARACTERISTICS

This is the senior level clerical accounting class in the accounting support series performing the full range of clerical accounting support and customer service assignments exemplified in the Account Clerk I and Account Clerk II classes, and advanced complex duties including Utility Billing, Accounts Payable and Accounts Receivable processing, business licensing, and fully competent backup for Payroll function. This class may have supervisory duties related to Account Clerk I and Account Clerk II classes. Employees entering this class must minimally meet the Account Clerk II qualifications with ability to learn the full range of Payroll functions within a year.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs a variety of responsible clerical accounting and financial office support duties in support of assigned accounting system, function, or program area including in the areas of utility billing, accounts receivable, and accounts payable.
2. Prepares, maintains, and/or verifies a variety of accounting, financial, and statistical records, ledgers, logs, and files; gathers, assembles, tabulates, enters, checks, verifies, balances, adjusts, records, and files financial data; codes data according to prescribed accounting procedures; reviews information to ensure accurate reporting; resolves discrepancies; establishes and maintains various files and records.
3. Performs data entry; posts receipts and other information to various City accounts and funds.
4. Assists in the preparation of financial, accounting, and statistical statements, analyses, documents, and reports; assists other accounting staff and departmental management in the preparation of reports and presentations to City management and the City Council; gathers and organizes data.
5. Performs a full range of customer service duties related to area of assignment; provides information to the public and City staff requiring the use of judgment and the interpretation of policies, rules, and procedures.
6. Performs a full range of duties in support of the accounts receivable function; prepares billing for accounts receivable; prepares accounts receivable reconciliation; prepares and sends billing notices, including business licensing.

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7. Performs a range of clerical accounting duties in support of the utility billing function; provides customer service by phone and in person in support of the utility billing function including all aspects of the billing process and account maintenance; answers questions and complaints from customers and provides information on program activities and policies; receives and processes payments in person and through the mail as well as automatic draft/credit card payments; issues receipts; balances cash and prepares bank deposits.
8. Performs the accounts payable function; participates in reconciling invoices and related documentation and preparing accounts payable for payment; answers questions from departments and vendors regarding payment status for invoices; assists in preparing accounts receivable billings and reconciliation.
9. Performs as fully competent Payroll relief, including inputs employee time sheets and verifies hours and time off; updates employee leave balances and related payroll records including use of vacation, sick leave, and related benefits; assists in processing payroll checks through financial accounting system; distributes checks; assists in the preparation of payments for third party vendors; responds to employee questions related to timesheets or use of paid leave.
10. May perform a variety of general office support functions including typing, record keeping, proofreading, and forms and report generation.
11. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Basic operations, services, and activities of assigned accounting system, function, or program area.
Clerical accounting principles and practices used in financial record keeping, bookkeeping, and basic governmental accounting.
Methods and techniques of coding, verifying, balancing, and reconciling accounting records.
Mathematical principles.
Customer service techniques, practices, and principles.
Methods and techniques of proper phone etiquette.
Principles and procedures of record keeping and filing.
Methods and techniques for basic report preparation and writing.
English usage, spelling, grammar and punctuation.
Business letter writing and basic report preparation.
Modern office procedures, methods, and equipment including computers.
Computer applications such as word processing, spreadsheet, and database applications as well as financial and statistical software.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Perform a variety of clerical accounting and office support duties and activities of a general and specialized nature in support of assigned accounting system, function, or program area.
Perform a variety of accounting, fiscal, and statistical record keeping duties including to prepare, maintain, and reconcile a variety of records and files.
Perform mathematical calculations quickly and accurately including to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.
Perform payroll duties necessary to provide fully competent relief for payroll function.

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Understand the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.

Understand and apply pertinent laws, codes, and regulations as well as organization and unit rules, policies, and procedures with good judgment.

Implement and maintain filing systems.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Compile a variety of information and records and exercise good judgment in maintaining information, records, and reports.

Participate in the preparation of a variety of administrative and financial reports.

Read, understand, and review documents for accuracy and relevant information.

Deal successfully with the public, in person and over the telephone; respond tactfully, clearly, concisely, and courteously to issues, concerns, and needs.

Work cooperatively with other departments, City staff and officials, and outside agencies.

Operate and use modern office equipment including a computer and various software packages.

Use applicable office terminology, forms, documents, and procedures in the course of the work.

Type and enter data at a speed necessary for successful job performance.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

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

Education/Training:

Equivalent to the completion of the twelfth grade. Specialized general office and clerical, and/or bookkeeping training is desirable.

Experience:

Three years of responsible journey-level clerical accounting experience comparable to that of an Account Clerk II with the City of Suisun City, and experience performing city payroll, or ability to demonstrate such experience within one year. Minimum demonstrated typing proficiency of 40 wpm.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with extensive public contact and constant interruptions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.