

SENIOR ACCOUNT CLERK

*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 technical accounting work in the preparation, maintenance, and processing of accounting records and financial transactions; prepares and processes the City payroll and various fiscal reports; verifies, balances and adjusts accounts and journal entries; provides information and assistance to employees and City departments; performs a variety of tasks relative to assigned area of responsibility. Positions assigned to this class may perform specialized or generalized duties depending on departmental needs.

IDENTIFYING CHARACTERISTICS

The Senior Account Clerk is the full journey level technical accounting class within the accounting support series. Employees within this class are distinguished from the Account Clerk I/II by the performance of the full range of technical and complex clerical accounting support duties as assigned including preparing reports related to area of assignment. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

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 range of technical and complex clerical accounting duties in support of the payroll function; 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.
2. Balances spreadsheets and payroll reports; processes status changes and calculates wage assignments.
3. Processes payroll checks through financial accounting system; prepares payments for third party vendors; responds to employee questions related to timesheets or use of paid leave.
4. Prepares and processes the City payroll; verifies and processes time sheets; prepares related reports and journal entries; reconciles daily counter cash revenue.
5. Performs a full range of customer service duties; provides information to the public, other governmental agencies, and City staff requiring the use of independent judgment and the interpretation of a variety of policies, rules, and procedures.
6. Calculates payments required for deferred compensation, wage garnishments, and PERS contributions.
7. Performs a range of technical and clerical accounting duties; verifies department timesheets for accuracy and completeness; completes, reconciles, and balances payroll; calculates overtime for hourly employees; tracks PERS eligibility and leave balances.
8. Performs a range of technical and clerical accounting duties in support of department operations; generates journal entries for input, verifies for accuracy, and inputs into system; assists with cash receipts including inputting into system, checking for accuracy, and balancing report.

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9. Performs the full range of Account Clerk I/II duties on a relief or support basis; may perform a variety of general office support functions including typing, record keeping, proofreading, forms generation, and preparation of periodic and special.
10. 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:

Operations, services, and activities of payroll and assigned accounting system.
Responsible technical accounting principles and practices used in financial record keeping, bookkeeping, and payroll.
Methods and techniques of coding, verifying, balancing, and reconciling accounting records.
Mathematical principles.
Principles and practices used in establishing and maintaining files and information retrieval systems.
Principles and practices of fiscal, statistical, and administrative record keeping and reporting.
Methods and techniques for basic report preparation and writing.
English usage, spelling, grammar, and punctuation.
Customer service techniques, practices, and principles.
Methods and techniques of proper phone etiquette.
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 responsible technical accounting duties 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.
Participate in the preparation of a variety of administrative and financial reports.
Review financial records, reports, and related documents, identify discrepancies, and resolve problems related to assigned area of responsibility.
Research, compile, and interpret a variety of information and make appropriate recommendations.
Work independently in the absence of supervision.
Plan and organize work to meet changing priorities and deadlines.
Perform mathematical calculations quickly and accurately including to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.
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.
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.

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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 supplemented by college level course work in bookkeeping, accounting, business administration, or a related field.

Experience:

Three years experience performing increasingly responsible accounting support services.

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.

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.