

ACCOUNTING CLERK

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs responsible skilled clerical work involving the preparation and/or maintenance of fiscal or related records; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Preparing and assisting with the maintenance of financial records; entering, verifying and checking data; processing budget action forms and other financial accounts.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Performs a variety of general accounting/bookkeeping functions, such as preparing journal entries, calculating data, keying financial data, balancing/reconciling spreadsheets/reports, reconciling bank statements, researching financial discrepancies, correcting data errors, maintaining financial records, generating reports, or submitting mandatory reports.
- Provides clerical/administrative support for various activities; answers telephone calls and greets visitors; provides information and assistance regarding accounting-related issues or department-specific activities; researches problems and initiates problem resolution.
- Processes accounts payable and invoices for accuracy and completeness; generates computer reports and balances/verifies data; generates and mails checks; reconciles vendor statements and payment records; prepares purchase orders; orders department materials, supplies, etc.
- Reconciles batch to time sheets; audits leave batches; prepares payrolls for distribution.
- Reviews payroll time sheets for accuracy and completeness; researches discrepancies; enters data into computer system; maintains leave and sick leave bank records; calculates dock in pay for negative balances and sends out notification.
- Processes documentation pertaining to budget or financial analysis activities; researches expenditures/revenues; tracks and records expenditures and encumbrances; prepares/maintains computerized financial spreadsheet reports; prepares/distributes budget reports and expenditure/revenue reports; balances financial statements with appropriate general ledger accounts; performs fiscal year closing procedures; assists with annual audits; assists with the development of the CAFR.
- Maintains petty cash funds; reconciles petty cash funds; requests/processes reimbursement of petty cash funds.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of bookkeeping terminology, methods, procedures and equipment; general knowledge of standard office procedures, practices and equipment; general knowledge of accounting principles and related data processing equipment; ability to understand and follow oral and written directions; ability to establish and follow detailed work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy; skill to use a variety of office machines and some typing; ability to establish and maintain effective working relationships with vendors, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school supplemented by courses in accounting and some experience in general office and accounting work.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

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