



Classification: Accounting Clerk

Title Code: V00372

Pay Range: 12

POSITION SUMMARY: An employee in this class performs a variety of moderately complex bookkeeping tasks and related clerical work in preparing, recording, and examining financial records within a component. Duties include posting entries in ledgers, examining and coding financial documents, balancing operations and arithmetic computations of financial data in accordance with existing procedures. Work is performed under general supervision by a designated superior; however, the employee is expected to exercise judgment and discretion within the limits of established procedures.

DESCRIPTION OF DUTIES PERFORMED (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.):

Prepares and enters financial transactions, procurement documents and payments via personal computer after verification of accuracy.

Prepares statistical, progress, and informational reports relating to component funds; and prepares, enters, and maintains component fund information in SAM II via spreadsheet.

Processes all accounts receivable and accounts payable; serves as liaison with vendors on billing issues and with customers on accounts receivable issues.

Prepares and maintains financial records, files, and ledgers or expenditures including purchase orders and contractual agreements.

Creates, revises, and updates reports/spreadsheets; maintains, verifies, and updates records; sorts and transports files; purges records and documents in accordance to components' retention schedule.

Projects expenditures; tracks and submits invoices for payment.

Reviews components' monthly financial report validating expenditures; tracks and monitors the components' revenue and expenditures of funds.

Examines, processes and/or audits various invoices, reports and documents for mathematical accuracy, completeness and procedural correctness.

Serves as the components' purchasing agent (purchase orders, purchase items, bids, etc.).

Prepares and processes state expense reports for payment.

Answers telephone; sorts and delivers mail.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Working knowledge of financial recordkeeping principles and practices.

Working knowledge of office methods and procedures.

Knowledge of and ability to use Excel and Microsoft Word.

Ability to accurately maintain various records and files.

Ability to make arithmetic calculations with speed and accuracy.

Ability to understand and follow oral and written directions.

Ability to exercise judgment and discretion.

Ability to operate basic office equipment (e.g., copier, personal computer, fax machine, telephone, printer, shredder, etc.).

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):

Possession of a high school diploma or equivalent AND at least one year of experience in business or governmental financial recordkeeping, or related experience.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.