

ACCOUNT CLERK

DEFINITION

Under general supervision, performs a variety of statistical and financial record keeping duties according to established procedures and performs other related work as is required.

DISTINGUISHING CHARACTERISTICS

This is the full working level class in the Account Clerk series. Work may initially be performed under close supervision; however, incumbents are expected to work with greater independence as they gain experience. Work is performed according to established procedures and does not require knowledge of general bookkeeping principles. Public contact normally involves supplying information or referring people to other employees in the department.

Account Clerk is distinguished from the next lower level class of Clerk II class in that the Account Clerk's primary duties are fiscal or statistical in nature and Clerk II's primary duties are of a general clerical nature.

Account Clerk is distinguished from the job class of Patient Account Representative in that the latter's primary responsibility is the processing and editing of large volumes of medical service charges and monitoring of delinquent medical account.

Account Clerk is distinguished from the next higher level class of Senior Account Clerk in that the latter requires application of the basic principles of bookkeeping, and may involve lead or supervisory responsibility.

EXAMPLES OF DUTIES

1. Receives, sorts and checks documents for mathematical accuracy and completeness.
2. Records financial and statistical information from warrants, vouchers, purchase orders, claims and similar documents to ledgers, journals and logs; uses coding or accounting tables and searches files to complete and verify the accuracy of items being processed.
3. Assists the public in person or by phone by answering inquiries related to the status of accounts; explains commonly used regulations and procedures; explains the proper use and completion of forms and documents; hands out or mails informational material.
4. Receives, writes receipts for and records payments made in person or by mail.
5. Maintains departmental payroll and/or inventory records.
6. Batches, codes and enters fiscal, financial or statistical data to computer terminals.
7. Prepares routine summaries of financial and statistical data.

QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Knowledge and Skills:

Account Clerk

Working knowledge of:

1. Record keeping procedures in order to maintain statistical and financial records
2. Basic arithmetic in order to prepare routine summaries of financial and/or statistical data
3. General office procedures in order to file and retrieve records and reports.

Skill and Ability to:

1. Make rapid and accurate calculations using addition, subtraction, multiplication and division principles.
2. Locate and correct discrepancies or errors in financial or statistical documents.
3. Read, understand and apply oral and written office policies and procedures.
4. Read charts, graphs and tables displaying statistical data.
5. Communicate verbally in order to respond to inquiries from other departments and the public.
6. Effectively communicate in writing to prepare reports and documents transactions.
7. Operate a calculator, typewriter, computer terminal and other office equipment.
8. Work effectively with the public and others contacted during the course of work.

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

The knowledge, skills and abilities listed above may be acquired through various types of experience, education or training, typically:

EXPERIENCE:

One year of experience performing entry level clerical tasks which would include mathematical computations, statistical and other financial record keeping functions.

OR

Nine months of experience performing entry level clerical tasks which would include mathematical computations, statistical and other financial record keeping functions AND completion of a training course leading to an account/statistical clerk certificate.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification include:

1. Sufficient eyesight to read fine print statistical reports and standard text and data on computer terminal screens.
2. Ability to speak and hear at normal conversational levels in person and over the telephone.
3. Manual dexterity to use calculators and write legibly.
4. Agility to reach, bend, or stoop in order to use files and records.

CLASS HISTORY

Class Code: 80J21
Established Date: October, 1969
Revised Date: June, 1981
June, 1985
July, 1993

CLASS DATA

Job Group: 18
EEO Category: OC
Work Comp. Code: 8810
Bargaining/Employee Unit: J
FLSA: C
MOCO OT: Y

Prepared by: LJT 1/19/98

Approved by:

County Administrative Office

Date