

CLASS TITLE: Account Clerk I

DEFINITION:

This is specialized, bondable, clerical work involving the independent application of bookkeeping principles to the maintenance and subsequently with general supervision, receives monies and maintains records. Performance is evaluated periodically based on previously, mutually agreed to goals and objectives.

EXAMPLES OF WORK: (Examples are illustrative only)

Processes AP vouchers and checks. Receives monies by mail and in person; issues receipts and records payments; accounts for monies received; assists with Utility Billing, typing and reports; answers inquiries on the telephone and in person; determines if tax indebtedness exists prior to transfer of real properties. Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of office practices and procedures; of basic record and bookkeeping principles and practices; of business arithmetic and business English; of common office machines to include personal computers.

Ability to communicate effectively in the oral form in a courteous and polite manner; to type and use a computer and calculator proficiently; to understand and follow oral and written instructions; to demonstrate a high clerical, mathematical, and reasoning ability; to operate a computer proficiently.

ESSENTIAL FUNCTIONS:

Must be able to: see regular type size print; hear the normally spoken word at 12 feet; smell; speak clearly and concisely in order to communicate with taxpayers and staff; lift, push, pull and carry 10 pounds; sit for periods in excess of one hour; bend to pick up or work on an item; grasp items; read, understand, and prepare work orders; read and understand specifications; solve moderately difficult problems; write a concise statement of a problem and its recommended solution.

MINIMUM EDUCATION AND/OR CERTIFICATES:

Graduation from a recognized high school – or GED, preferably with a major in commercial subjects to include or be supplemented by courses in bookkeeping, accounting, computer operations, typing, and office practice; AND six months of experience in clerical work with public contact.

REQUIRED LICENSES AND/OR CERTIFICATES:

None

DESIRABLE ADDITIONAL QUALIFICATIONS:

None

Revised October 2022