CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION

ACCOUNT CLERK
VARIOUS DEPARTMENTS

GENERAL STATEMENT OF DUTIES

Performs routine accounting-clerical duties in a department having a need for accounting or bookkeeping records. Employee reports to a supervisor, Accountant or department director.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs clerical duties of an accounting nature in the verification, reconciliation, analysis, and report preparation associated with procedures of accounting or bookkeeping. Work involves the performance of duties requiring the application of knowledge of bookkeeping practices and elemental accounting principles to the preparation, processing, or maintenance of revenue, expenditure and related fiscal records and reports. Employee also performs general office work such as filing, operating copying machines and computer terminals, and answering the telephone. Duties assigned to employees in this class may vary according to the needs the department assigned and/or allocation of workload. Work assignments are performed in accordance with established procedures with unusual situations being referred to others for guidance. Some judgment is required in selecting and applying appropriate guides found in a variety of manuals, handbooks and instructions. Work is performed under general supervision of a supervisor, Accountant or department director and is evaluated through conferences, reports and observation of work completed.

ILLUSTRATIVE EXAMPLES OF WORK

Records transactions in journals, ledgers and special forms.

Reviews and verifies records and reports to insure that required information is provided and is correct.

Compiles information from data generated within the organization or submitted from other departments.

Computes bills; itemizes charges showing due; issues receipts; records amount received; reconciles banking statement and reports of transactions.

Classifies receipts and expenditures according to a standard accounting classification.

Balances collections and disbursements and prepares corresponding reports.

Operates computer and manipulates data for use in various areas.

Computes a variety of arithmetic calculations using a calculator or computer.

ACCOUNT CLERK

ADDITIONAL JOB FUNCTIONS

May prepare permits or privilege licenses.
Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of bookkeeping practices and procedures.

General knowledge of standard accounting office practices, procedures, systems, and equipment.

General knowledge of state and County fiscal regulations, policies and procedures.

General knowledge of the application of established bookkeeping and accounting principles and techniques to governmental accounting transactions.

General knowledge of modern office practices and procedures.

Ability to apply bookkeeping principles to the preparation and maintenance of routine fiscal and accounting records and reports.

Ability to understand and follow oral and written instructions.

Ability to use a calculator and other office machines used in accounting functions.

Ability to maintain clerical records and to compile reports from these records.

Ability to type with accuracy at a moderate rate of speed.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM EXPERIENCE AND TRAINING

Associate's degree in accounting or a related field and some related experience; or any equivalent combination of training and experience required to perform the essential position functions.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

ACCOUNT CLERK

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Salary Grade 6
Non-Exempt

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