



City of Laguna Niguel Job Description

ACCOUNT CLERK

Maintenance, Clerical, and Technical Unit

FLSA: Non-exempt

DEFINITION

When assigned to the Finance Department, will perform a variety of accounting clerical duties involving financial record keeping in support of the accounts payable and accounts receivable functions. When assigned to the Public Works Department, will perform financial record keeping in support of Public Works contracts and programs, as well as routine clerical duties, counter coverage and other assigned duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level supervisory and management staff.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

Important responsibilities and duties may include, but are not limited to, the following:

When assigned to the Finance Department:

- ◆ Process and match purchase orders, invoices, and packing slips; verify accuracy of information; research discrepancies.
- ◆ Receive, sort, and process cash received from the various departments; reconcile cash register receipts; prepare bank deposits.
- ◆ Prepare and mail checks for vendor payments.
- ◆ Check and tabulate statistical and financial data; sort and alphabetize financial documents.
- ◆ Perform a variety of general clerical duties including typing, maintaining files and records, and maintaining supplies.
- ◆ Input and retrieve a variety of financial data and information using a computer.
- ◆ Perform related duties as assigned.

When assigned to the Public Works Department:

- ◆ Process and match purchase orders, invoices, and packing slips; verify accuracy of information; research discrepancies.
- ◆ Check and tabulate statistical and financial data; sort and alphabetize financial documents.
- ◆ Perform a variety of general clerical duties including typing and proofreading a wide variety of documents, composing correspondence, maintaining files and records, scheduling appointments and meetings, and maintaining supplies.
- ◆ Input and retrieve a variety of financial data and information using a computer.
- ◆ Act as a receptionist; answer the telephone and wait on the general public at the counter; provide information on Departmental and City policies and procedures as required; receive and route mail.
- ◆ Compile and organize materials, data, and information for agenda books, meeting packets, reports, and projects.

- ◆ Prepare, verify, and review forms, information, and materials for completeness and conformance with established regulations and procedures.
- ◆ Operate a variety of office equipment, including a computer terminal; input and retrieve data and text; organize and maintain disk storage and filing.
- ◆ Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ◆ Fundamental principles and procedures of financial record keeping.
- ◆ Basic mathematical principles.
- ◆ Modern office methods, procedures, and computer equipment.
- ◆ Business letter writing and basic report preparation.

Ability to:

- ◆ Operate a typewriter, calculator, computer, and other office equipment.
- ◆ Accurately tabulate, record, and balance assigned transactions.
- ◆ Maintain a variety of financial and department records and files.
- ◆ Type at a speed necessary for successful job performance.
- ◆ Perform varied clerical work.
- ◆ Perform procedures in an organized and accurate manner.
- ◆ Understand and carry out oral and written instructions.
- ◆ Establish and maintain cooperative working relationships.
- ◆ Work independently in the absence of supervision.
- ◆ Interpret and apply routine, administrative, and department policies and procedures.
- ◆ Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

One year of general clerical experience including some financial record keeping responsibility.

Equivalent to completion of the twelfth grade.

Licenses:

Possession of, or ability to obtain, a valid California Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, and crouch.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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

The noise level in the work environment is usually quiet.