I. **Position Title**  
Account Clerk III

II. **Position Description**  
Under general supervision, to perform varied and increasingly responsible clerical work involved in fiscal transactions such as payroll, accounts payable and receivable, records, and reports; and to do related work as may be required.

Positions at this level are characterized by the responsibility assigned in connection with the more difficult clerical features of accounting operations and the degree of independent judgment involved in interpreting and applying procedures and precedents to specific cases. Incumbents are assigned tasks of approximately equal responsibility, handling accounts and related activities. Employees at this level must have an extensive knowledge and skill in financial and statistical transactions that enable them to perform complex types of work with a minimum of supervision.

III. **Examples of Duties/Responsibilities**
- Carries responsibility for an assigned specialized function or a complex phase of a fiscal area
- Gathers, assembles, tabulates, proofs, extends, verifies balances, summarizes, and posts fiscal and related data (E)
- Audits and adjusts source documents, budget appropriations, and similar statistical data (E)
- Checks and codes data according to prescribed procedures (E)
- Receives, audits, and processes invoices and assembles and matches purchase orders, receiving and other supporting documents for major district accounts, including general, special, or similar project fund budgets (E)
- Prepares work sheets on expenditures, receipts, and the status of monies (E)
- Assists with the preparation of regular and special fiscal and tax reports
- Makes mathematical computations (E)
- Processes and files documents, reports, and records (E)
- Answers questions and provides information (E)
- May check print-outs and advises County of amendments, changes, or corrections (E)
- Receives and processes appropriate documents authorizing employment or termination, changes of status, tax and insurance deductions, leaves, and overtime (E)
- Distributes payroll warrants and W-2 forms (E)
- Uses a variety of office machines including computers, calculators, adding machines, and typewriters (E)
- Performs related duties as may be required

(E) - Essential

IV. **Minimum Qualifications**  
Knowledge of:
- Methods and practices of financial record keeping
- Modern office methods and procedures
- Basic mathematical, ledger, and statistical procedures
- Filing and office clerical activities
• Operation of calculator, computer, and other standard office equipment
• Accounting software

**Ability to:**
• Perform financial clerical work of above-average difficulty
• Makes standard arithmetical calculations rapidly and accurately
• Operate office equipment such as adding machines, computers, calculators, and typewriters
• Interpret and resolve problems occurring in the natural flow of work
• Audit and tabulate, balance, reconcile, and extend data
• Understand and follow oral and written directions
• Establish and maintain cooperative working relationships
• Keep records and perform clerical tasks of a routine nature
• Learn and utilize new and current technologies

**Education and Experience**
• Education: Graduation from high school or equivalent, including or supplemented by high school or college level courses in bookkeeping, budget, and principles of accounting
  **AND**
• Experience: Three (3) years of increasingly responsible experience in office clerical work involving responsible account, financial, or statistical records maintenance

V. **Working Conditions**

**Environment**
• Office environment
• Subject to frequent interruptions

**Physical Abilities**
• Visual acuity to inspect financial or statistical records
• Hearing and speaking to exchange information
• Sitting for extended periods of time
• Reaching overhead, above the shoulders, and horizontally
• Dexterity of hands and fingers to operate standard office equipment
• Bending, stooping, and squatting
• Climbing on step stools or step ladders
• Gripping and grasping
• Light work – lifting, carrying, pushing, and/or pulling up to approximately 25 pounds

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