I. **Position Title**
Account Clerk I

II. **Position Description**
Under general supervision, to do clerical work of average difficulty in the specialized areas of keeping or checking financial or statistical records, and to do related work as may be required.

This is the entrance level Account Clerk class. Positions in this class normally assigned tasks of average difficulty such as gathering, verifying, posting, adding, computing and re-computing, and comparing and filing financial data or statistical information. Incumbents may be assigned to a school or department to solve routine or repetitive tasks with minimum assistance. A variety of general clerical duties may be assigned which require the exercise of some initiative and a general understanding of the rules, policies and procedures of the school or department. The records maintained and procedures followed are normally a portion of a more complex set of records or a segment of an accounting process; the primary responsibility for the more complex record system is assigned to position in a higher class.

III. **Examples of Duties/Responsibilities**
A. Gathers, sorts, assembles, tabulates, posts, distributes, audits and files financial and statistical data- **E**
B. Keeps routine financial records and processes documents involved in financial transactions- **E**
C. Posts to payroll distribution records
D. Makes and verifies extensions
E. Checks extensions of invoices
F. Matches invoices to purchase orders, verifies prices, prepares voucher and prepares for payment
G. Counts monies received
H. Recaps and types data and information related to student activities, payroll, attendance, account numbers, equipment, departments, and funds- **E**
I. Types statistical reports, financial statements, and similar materials following standard forms, procedures, or policies- **E**
J. Operates bookkeeping machine- **E**

(E) - **Essential**

IV. **Minimum Qualifications**

Knowledge of:
• Methods and practices of financial record keeping  
• Modern office methods and procedures  
• Operation of calculator and other standard office equipment, general bookkeeping practices
Ability to:
• Type at a rate of 30 words per minute from clear copy containing a large percentage of numerical or tabular data
• Perform financial and statistical clerical work of average ability
• Make arithmetic calculations, file, and check records rapidly and accurately
• Follow written and oral instructions carefully
• Operate office equipment such as adding machine and calculator
• Work cooperatively with those contacted in the course of work

Education and Experience
• Graduation from High School or equivalent
• Individuals possessing the experience, knowledge and abilities listed herein are considered to possess the necessary education
• One year of experience in general clerical work, preferably including financial record keeping activities, or similar duties requiring regular use of arithmetic

Working Conditions
Environment
• Office Environment
• Subject to frequent interruptions
• Periodic work in equipment room

Physical Abilities
• Seeing 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 to retrieve and shelve supplies
• Dexterity of hands and finger to operate standard office equipment
• Bending, stooping and squatting
• Climbing step stools

Revised: Negotiations 04/23/02
pjh