



COUNTY OF LASSEN
JOB DESCRIPTION

CLASS TITLE:	SENIOR ACCOUNT CLERK	CLASS CODE	GN11
DEPARTMENT:	Various	UNIT	LCGU
REPORTS TO:	Various	FLSA STATUS	Non Exempt
LAST REVISED:	Shannon 1999/Revised 09/2004, Revised 11/27/12	RANGE	11

JOB SUMMARY

To perform a variety of responsible technical and clerical accounting duties in the preparation, maintenance and processing of accounting records and financial transactions.

This is the advanced journey level class in the Account Clerk series. Positions at this level are distinguished from the other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including responsibility for the full range of accounting clerical duties related to accounts payable, accounts receivable, or tax collection either for the County or a program and may provide technical and functional supervision over accounting clerical personnel. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor.

May exercise technical and functional supervision over accounting clerical personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

Perform a variety of technical and clerical accounting duties in the preparation, maintenance and processing of accounting records and financial transactions including accounts payable, accounts receivable, or tax collection functions.

Maintain the necessary accounting records to support processed transactions related to area of assignment.

Perform reconciliation of records of assigned function; verify accounting entries in order to determine the accuracy of each account or record.

Process, code, enter and verify numerical or financial data related to area of assignment; distribute data to appropriate department or agency upon completion of assigned process.

Prepare technical reports and documentation related to area of assignment; compile and prepare reports based on state and federal requirements.

Provide technical support to assigned supervisory personnel; research and compile technical information related to area of assignment.

Respond to questions and concerns from operating departments or agencies regarding area of assignment; correct problems in documents as necessary; explain processes and systems to County employees and vendors.

May provide technical and functional supervision over assigned accounting clerical personnel; assign and review work of other accounting clerical staff; train others in accounting systems and procedures.

Perform related duties as assigned.



MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

Any combination of experience and education that will meet the requirements of the job. A suggested way to meet the requirement is:

Three years of responsible and specialized accounting clerical experience.

Equivalent to the completion of the twelfth grade with additional education highly desirable.

Licenses and Certifications

Valid driver's license may be required by the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Methods, practices and terminology used in accounting clerical work.

Pertinent rules, laws and policy regarding accounting methods.

Modern office practices, methods, procedures and computer equipment.

Ability to:

Perform advanced journey level accounting clerical work such as accounts payable, accounts receivable, and/or tax collection.

Post and make mathematical computations rapidly and accurately.

Establish and maintain effective working relationships with those contacted in the course of work.

Operate automated office equipment and use a computer based accounting system.

Communicate clearly and concisely, both orally and in writing.

Ability to work cooperatively with other employees.

Establish and maintain effective working relationships with those contacted in the course of work.

Physical Demands:

The physical demands and work environment 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 talk or hear. The employee is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.

Additional Info:

Government agencies accessing US government information, which include federal tax information must ensure that background investigation requirements for all agency employees and contractors that have access to federal tax information are consistent to the IRS background investigation requirements for



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access to federal tax information. Background requirements consist of three components which include, fingerprinting, citizenship verification and law enforcement checks. State agencies must conduct investigation during time of hire and ensure a reinvestigation is conducted 10 years from the date of the previous investigation for each employee that has access to federal tax information.