



COUNTY OF LASSEN
JOB DESCRIPTION

Class Title:	Account Clerk	CLASS CODE	GN10
Department:	Various	UNIT	LCGU
Reports to:	Various	FLSA Status	Non Exempt
Board Approval	Shannon 1999/ Revised 10/2004, Revised 11/27/12	RANGE	9

JOB SUMMARY

To assist other accounting personnel in performing a wide variety of responsible clerical and technical accounting duties in the preparation, maintenance, and processing of accounting records and financial transactions including accounts payable, accounts receivable and payroll.

This is the journey level class of the Account Clerk series. Incumbents initially perform the more routine duties assigned to the positions in this series and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties assigned with increasing independence. This class is distinguished from the Senior Account Clerk in that the latter is assigned the accounting clerical duties for a functional area of responsibility such as accounts payable, accounts receivable or tax collection and may provide technical and functional responsibility for other accounting clerical personnel.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisor, and may receive technical and functional supervision from a Senior Account Clerk.

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

Assist other accounting clerical personnel in performing a variety of technical accounting duties in 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.

Reconcile records of area of assignment; verify accounting entries to ensure accuracy.

Process, code, enter and verify numerical or financial data related to area of assignment.

Assist in the preparation of technical reports and documentation related to area of assignment; compile and prepare routine reports.

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

Respond to questions from operating departments regarding area of assignment.

Perform special projects and studies; collect and compile statistical and financial data for special reports.

Perform related duties as assigned.



MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

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

Experience:

One year of responsible clerical, accounting clerical or administrative/business experience.

Training:

Equivalent to the completion of the twelfth grade.

Licenses and Certifications

Possession of, or ability to obtain, a valid California driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Basic bookkeeping procedures.

Basic mathematics.

English spelling, usage, grammar and punctuation.

Modern office practices, procedures and computer equipment.

Ability to:

Learn financial record keeping principles and practices.

Learn basic accounting principles.

Learn to use a computer-based accounting system.

Collect, compile and verify accounting data.

Maintain neat and accurate files and records.

Make arithmetical calculations, postings and comparisons rapidly and accurately.

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

Communicate clearly and concisely, both orally and in writing.

Ability to work cooperatively with other employees.

Physical Demands and Working Conditions:

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 frequently 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



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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 or 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 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.