



Account Clerk I

Classified

LEVEL: 11

JOB SUMMARY

Under supervision of the Department Head performs varied general office clerical work. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

- Accounts Payable
- Accounts Receivable
- Digital filing
- 1099 Processing
- Monthly Reconciliation
- Receipt Reporting
- Purchasing
- Answering phone calls, taking messages
- Greeting and helping customers
- Data Entry
- Answering general questions
- Public records requests

MINIMUM QUALIFICATIONS

- Any combination of education, training or experience equivalent to high school diploma and one year of clerical experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Skill in math and accounts payable and receivable
- Skill in establishing and maintaining effective working relationships with employees, other agencies, and the public.
- Ability to cross train in other positions
- Knowledge of Windows based applications; Word, Excel, PowerPoint, and Outlook.
- Skill in establishing and maintaining effective working relationships with employees, other agencies, and the public.
- Ability to perform duties independently that are appropriate and consistent with the level of the position.
- Ability to communicate clearly and concisely with staff both verbally and in writing.

PHYSICAL REQUIREMENTS

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to write reports and operate standard office equipment and a personal computer.

- Sufficient clarity of speech and other communication capabilities with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on a telephone, in normal range of conversation or in a group.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop repeatedly, sit or stand for long periods of time, lift at least 20 pounds and work in an office environment.