

CITY OF SALINAS

ACCOUNT CLERK II

BARGAINING UNIT/CLASS CODE:

SMEA / H10

DEFINITION

To perform a variety of specialized clerical and fiscal duties involving financial record keeping and/or financial transactions including accounts payable, accounts receivable, billing and revenue collection.

DISTINGUISHING CHARACTERISTICS

Has the ability to perform the full range of duties as assigned with only occasional instruction or assistance. The Account Clerk II class is distinguished from the Senior Account Clerk class in that the more complex and specialized duties and responsibilities are not assumed at this level.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level accounting or supervisory personnel. May exercise indirect supervision over personnel in a lower class.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Answer the telephone and respond to questions on billings, business licenses and other city financial transactions. Assist customers over the counter with respect to licenses, permits and fees. Type and process a variety of documents including letters, memos, reports, statistical charts and forms. Provide basic clerical and/or assistance in administration of contracts. Process accounts payable for the City; input purchase orders and blanket purchase orders to be paid into computer system; verify the amount of money in the account to insure sufficient money is available to cover check; enter and verify invoices for payment; prepare and print claim report and distribute to City departments and Council. Assist in preparation and of monitoring departmental budget. Process all investment checks. Assist in maintaining property management files. Update utility billing charges; process and balance utility billing report monthly. Maintain vendor file and input new vendors as necessary. Prepare sales tax report for the State Board of Equalization quarterly. Process and maintain reprographics records and store transfers. Process accounts receivable billings for all city departments. Responsible for handling collections; using small claims court to pursue past due accounts when necessary. Process and maintain a monthly statement of returned checks. Receive, sort and distribute incoming and outgoing mail. Receive revenue for licenses, permits, fees and other City revenue accounts; issue receipts. Process, balance and prepare deposit slips for billing accounts; maintain appropriate records. Schedule court dates for parking citations and deliver to the courthouse. Balance cash register and deposit bags from other departments and prepare for bank deposit; make daily cash bank deposits. Print and mail out renewal notices, delinquent notices and business licenses. Process travel authorizations, revolving and refunds for all City departments. Manage revolving account; handle disbursements and balancing of the fund. May perform special assignments as requested. Promote safety in the work place. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**CITY OF SALINAS
ACCOUNT CLERK II (continued)**

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

QUALIFICATIONS

Knowledge of:

Modern office practices and procedures. Business Arithmetic. Principles and practices of financial record keeping. Municipal accounting system requirements and procedures.

Ability to:

Maintain clerical records and general filing systems. Perform clerical procedures in an organized and accurate manner. Operate a typewriter, calculator and other common office machines as may be required. Understand and carry out oral and written instructions. Learn to use computer hardware and software to prepare general correspondence and statistical information. Maintain a variety of fiscal records and to maintain revenue accounts. Work independently in the absence of supervision.

Skills to:

Type at a speed of 40 words per minute.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to completion of high school/GED and one year of general clerical and accounting experience.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 2-84, REV: 08-05