

CITY OF SAN JUAN CAPISTRANO

ACCOUNTING CLERK

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform clerical and administrative support functions involving processing business licenses and supporting customer service, accounts payable, and payroll functions as needed; and to perform a variety of clerical and technical accounting duties related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Accounting Manager.

ESSENTIAL FUNCTION STATEMENTS *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Processes business license applications and renewals through data entry, printing and issuance; reviews documentation for accuracy and completeness; responds to inquiries pertaining to business licensing.
2. Maintains general ledger accounts and inputs daily revenue; identifies and reconciles errors.
3. Counts and prepares meter money received.
4. Performs a variety of general clerical duties including typing, maintaining files and records and processing departmental mail; files documents and forms related to accounts payables, payroll, and payment receipts.
5. Provides additional support for customer service, accounts payable, and payroll functions as needed.
6. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Basic bookkeeping and clerical accounting principles and practices.
- Principles and procedures of record keeping.
- Basic mathematical principles.
- Principles of basic report preparation.
- Modern office procedures, methods and computer equipment.
- Pertinent Federal, State and local laws, codes and ordinances.

CITY OF SAN JUAN CAPISTRANO
Accounting Clerk (Continued)

Skill in:

- Performing a variety of clerical accounting and utility billing functions.
- Ensuring proper coding of customer payments and accounts.
- Preparing clear and concise financial statements and reports.
- Providing effective customer service in the course of assigned duties.
- Typing at a speed necessary for successful job performance.
- Operating office equipment including computers and supporting word processing and spreadsheet applications.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

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

Experience:

One year of general clerical experience including basic bookkeeping and customer service/counter experience.

Training:

Equivalent to the completion of the twelfth grade.

WORKING CONDITIONS

Environmental Conditions:

Office environment.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods; requires visual acuity for reading numerical figures.