

<a href="#">Salary Schedule</a>	<a href="#">MOU</a>	<a href="#">Benefits</a>
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City of Alameda  
Code No. 1620  
Approved by C.S.B.  
April 2, 2003

## SENIOR ACCOUNT CLERK

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### DEFINITION

Under general supervision performs a variety of difficult clerical accounting support work and performs other related work as required.

### DISTINGUISHING FEATURES

Positions assigned to this class perform difficult clerical accounting work. Work in the class is characterized by the performance of varied and difficult assignments that require understanding of government accounting methods and procedures. Work is performed with considerable independence within the framework of established regulations, policies, and procedures. Significant nonstandard skill or knowledge is required involving independent application with responsibility for a small unit or comprehensive function requiring integration and coordination of a variety of information or services. Work is distinguished from that of higher classes by the clerical nature of the work performed and by the lower level of responsibility. Work in the class is distinguished from that of lower classes by the increased application of independent judgment, the higher level of skill and knowledge required, and by a higher level of error consequence. Work performed will vary according to position assignment, which may include work in one or more, of the following: accounts receivable, accounts payable, payroll time keeping, general ledger, budget, purchasing, auditing or revenue collections.

### EXAMPLES OF DUTIES

1. Performs a variety of difficult clerical accounting duties involved in the preparation, maintenance and processing of accounting records and financial transactions.
2. Reviews various documents including forms, applications, invoices, deposit slips, and other records for arithmetical accuracy and consistency, applying established coding and record keeping practices; resolves issues connected with abnormalities or unusual circumstances.
3. Assembles, sorts, tabulates, codes, and files fiscal and statistical data; makes arithmetical calculations and verifies totals and extensions; performs computer data entry and/or maintains manual records to post, adjust, and balance accounts; allocates funds; balances and reconciles accounts.
4. Maintains various ledgers, registers, journals, spreadsheets, payroll time records, inventories, and other financial records.
5. Collects and accounts for money; issues vouchers and receipts; maintains petty cash, operates a cash register, and prepares deposits as assigned.
6. May confer with the general public relative to the issuance of business licenses, parking citations and other applicable ordinances, codes and regulations; reviews applications and computes fees; follows up with appropriate applications and records changes; sends out and processes renewal notices; collects delinquent payments and performs various audits as needed.
7. Prepares and processes various bills and invoices; prepares entries, tabulations, forms, and other documents; maintains files; operates data terminals, calculators, and other standard office equipment as required.
8. Provides information, routes inquiries, resolves complaints and interprets and explains policies and procedures.
9. Prepares reports, statistics, and summaries; compiles, tabulates, verifies, interprets and adjusts statistical data.
10. Participates in efforts to ensure effective operation of assigned functional area/s; plans, assigns, performs, oversees and reviews related work various projects or activities as assigned.
11. May assist in budget preparation gathering cost data, completing authorized budget modifications, reviewing expenditures against account balances and identifying over and under expenditures, and comparing budgeted to actual and projected expenditures.
12. May provide lead direction and training for clerical accounting employees.

### EMPLOYMENT STANDARDS

#### Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from High School.

Experience: Three years of responsible bookkeeping or statistical record keeping experience including maintenance and review of financial records, and advanced level computerized accounting and financial management systems work.

Knowledge

Knowledge of the principles and practices of general accounting, bookkeeping and financial record keeping and reporting; automated accounting systems; basic mathematical principles; modern office procedures, methods and equipment including computers and designated supporting applications such as spreadsheets; principles and practices of designated accounting and financial management functions.

Ability

Ability to perform difficult accounting support work and perform arithmetic calculations and operations with speed and accuracy; effectively operate a variety of modern office equipment including computers and designated related software; utilize automated data processing and computerized accounting and financial management systems; interpret, apply and explain established policies; procedures and codes; compile and review information; prepare records and reports including computerized financial and statistical reports; work effectively under pressure and with frequent interruptions; use initiative and exercise independent judgment; establish and maintain accurate records; communicate effectively, establish and maintain effective working relationships with employees and the general public; provide lead direction and training to assigned staff.

Keyboard Skill

Ability to type from clear printed copy at a speed of 35 net words per minute.

10-Key Skill

Ability to operate a 10-key calculator by touch.

Other Requirements

Selected positions may require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.