

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### ACCOUNT CLERK - 1104

##### DEFINITION:

Under general supervision, to perform accounting clerical work using standard accounting principles and procedures within a financial accounting system and related subsidiary systems; to post, reconcile, and balance financial transactions of the accounting system; and to perform related work.

##### DISTINGUISHING CHARACTERISTICS:

Account Clerks post, balance, and reconcile financial transactions which impact more than one ledger or account; independently identify error conditions and determine changes needed to restore all affected accounts to the correct balance; reconcile the work that they perform or generate; and spend a majority of their time utilizing elementary accounting principles and procedures to interpret and pre-audit source documentation and analyze financial reports for accounting accuracy. Incumbents in other clerical classes compile statistical records; account for office supplies and petty cash; initiate requests for Direct Payment; extend invoices; type purchase orders; initiate receiving reports; prepare billings to other agencies for services; and perform other duties which do not meet the criteria of the Account Clerk class.

##### \* EXAMPLES OF DUTIES:

- Performs a variety of clerical accounting tasks involved in maintaining the accounting records of the financial accounting system and/or subsidiary systems such as accounts receivable, accounts payable, appropriation accounting, trust accounting, cost accounting, fixed asset accounting, and/or capital project accounting;
- Sorts, verifies, batches and files financial documents;
- Posts by hand, machine, or, through direct on-line or batch mode, computer input to control accounts, subsidiary ledgers, and registers;
- Determines whether prescribed procedures have been followed;
- Identifies discrepancies and takes required corrective action;
- Locates and traces coding and posting errors;
- Reports unexplained discrepancies to superiors;
- Answers inquiries from the public and other operating departments;
- Operates adding machines, calculators, and computers as required.

##### MINIMUM QUALIFICATIONS:

***Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.***

One year of full-time experience recording financial or payroll transactions in a financial accounting system; **OR** completion of 6 semester/9 quarter units in Accounting or Bookkeeping; **OR** completion of an Accounting or Bookkeeping curriculum at a recognized business college.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.