



**ACCOUNT CLERK I**  
**Accounting Department**

**Range: 24**

**JOB DEFINITION:** Under close supervision, to perform routine and repetitive clerical work in connection with the preparation, maintenance and processing of financial and customer records, and various other work as assigned by the Accounting Supervisor or Controller.

**SUPERVISOR:** Accounting Supervisor or Controller

**DISTINGUISHED FROM LOWER RANGE POSITION(S):**

This position is the first of four upwardly mobile Accounting Clerk positions, and requires the ability to perform the functions of the entry (Account Clerk – Telephone Operator) position. This position is distinguished from the Telephone Operator position by the need to know basic accounting functions and having familiarity with Agency accounting methods and procedures.

**EXAMPLE OF DUTIES:**

Duties assigned to the Account Clerk I include, but are not limited to: Gathering, assembling, tabulating, analyzing, verifying and filing of financial data; preparation of forms and updating of records for changes in water service accounts; prepare and input (keypunch) daily water receipts; maintain records of customer deposits; may work as receptionist at the counter handling customer inquiries and customer account payments; coordinates closing bill functions and procedures; maintains cash drawer at the counter; posts financial data to a variety of sub ledgers; posts financial data to various ledger accounts by journal or other correcting entries; maintains records and related files on bankruptcies, charge-offs and collections; answer the phones and assists with other functions of the Accounting Department as needed or requested.

**QUALIFICATIONS:**

**Schooling:** High School Diploma or G.E.D.

**Certification(s):** None required

**Experience:** Any combination of training, experience or education which would likely provide the required knowledge and abilities; preferably, at least one year of general clerical experience involving some financial record keeping.

**Knowledge:** Basic methods and practices of financial record-keeping; familiarity with the use of computers and other modern office procedures, equipment and practices.

**Ability:** Make mathematical calculations rapidly and accurately; maintain accurate and complete financial records; follow oral and written instruction; type and operate a 10-key calculator by touch; successfully relate to the general public, especially in stressful situations; present a pleasing personal appearance and vocal image to the public in a tactful and courteous manner; establish and maintain cooperative working relationships with fellow employees and the general public.

**License(s):** Possession of a valid driver's license issued by the California Department of Motor Vehicles for use in conjunction with the possible operation of Agency vehicles, with an acceptable driving record.

**PHYSICAL REQUIREMENTS:**

**Climbing:**  yes  no **Frequency:** Continual  Often  Infrequently  Never   
Examples: Going up and down ladders, stepping stools, stairs

**Bending:**  yes  no **Frequency:** Continual  Often  Infrequently  Never   
Examples: Filing, picking up boxes, normal office range of motion

**Lifting:**  yes  no **Frequency:** Continual  Often  Infrequently  Never   
Examples: Picking up boxes, picking up paper reams

**Sedentary/sitting:**  yes  no **Frequency:** Continual  Often  Infrequently  Never   
Examples: Sitting at desk, driving or riding in vehicles

**Standing:**  yes  no **Frequency:** Continual  Often  Infrequently  Never   
Examples: Standing on carpeted areas and on cement when in the Agency's vault area

**Repetitive motion:**  yes  no **Frequency:** Continual  Often  Infrequently  Never   
Examples: Operation of equipment such as computer keyboard, telephone, typewriter, etc.

**WORK ENVIRONMENT:**

Generally, work is within the Agency Operations Center in an environment where the temperature is controlled. The majority of the Accounting Department members work within an open space or in the confines of a cubicle. The Accounting Department is located off of the Agency's secured lobby area, and the front counter at which customers and visitors are greeted is enclosed with bullet-deflecting acrylic sheeting. Lighting is overhead, and there is a music/paging system which is on and operating throughout the work day. There are a number of pieces of office equipment that operate within the confines of the Accounting area, including, but not limited to: telephones, main switchboard, computers, computer printers, calculators.

**I have reviewed this Job Description with my Supervisor and received a copy.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

***The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.***