



ACCOUNT CLERK II
Accounting Department

Range: 31
Salary:

JOB DEFINITION: Under general supervision, to perform a variety of routine as well as more difficult work involved in the preparation and maintenance of financial and customer records; perform accounts payable or accounts receivable functions; and to do related work as assigned by the Accounting Supervisor or Controller.

SUPERVISOR: Accounting Supervisor or Controller

DISTINGUISHED FROM LOWER RANGE POSITION(S):

This position is the second of four upwardly mobile Account Clerk positions, and may incorporate some of the duties listed under the Account Clerk – Telephone Operator and the Account Clerk I positions. In addition, the duties required for Account Clerk II require a more experienced level of performance than that of an entry or Clerk I position.

EXAMPLE OF DUTIES:

Duties assigned can include, but are not limited to:

Accounts receivable functions: sort and deliver daily mail; process checks and electronic payments received; posting payments to customer accounts and transferring electronic cash file to bank; balance daily cash receipts posting; research and resolve returned and rejected check and electronic payments; research and resolve bank advices regarding deposit discrepancies; provide with backup, adjusting journal vouchers; assist customers with changes to their accounts, including new owners and service termination; assist customers at the lobby counter; answer phones and assist with other functions of the accounting as assigned.

Accounts payable functions: collection and processing invoices and statements for monthly payment; verify data on invoices, check extensions and totals; obtains department head authorization for payment where appropriate; assembles and processes batches of invoices through the Information Systems department; verifies the accuracy of Information Systems reports for accounts payable; maintains the accounts payable files; prepares checks for mailing; maintains vendor files; obtains W-9 forms from vendors; prepare audit worksheets and helps coordinate year-end process; coordinate and maintain positive pay system; prepare monthly fuel/gasoline usage report; prepare daily deposit slips and the daily cash report for all funds; maintain records of maintenance agreements, dues and subscriptions; answers the phone; and assists with other functions of the Accounting Department as assigned.

QUALIFICATIONS:

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

Certification(s): None required

Experience: Two years of experience as an Account Clerk I at Desert Water Agency, or, two years of experience in financial or statistical record keeping, preferably including experience in maintaining payroll or accounts payable records.

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.

Knowledge: Methods, practices, and terminology used in financial record-keeping work; some knowledge of bookkeeping practices and procedures and journal and ledger account systems; modern office terminology, procedures and equipment.

Ability: Post figures and make mathematical calculations rapidly and accurately; prepare accurate financial reports and maintain journals, ledgers and file systems; independently perform varied financial record-keeping assignments; type and operate office equipment such as adding and calculating machines; follow oral and written instructions; 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.

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 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.